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IOWA
INTERGOVERNMENTAL
PERSONNEL
PROGRAM
1975

IOWA
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G R A N T A P P L I C A T I O N

INTERGOVERNMENTAL PERSONNEL ACT OF 1970

submitted to
THE UNITED STATES CIVIL SERVICE COMMISSION

by
THE STATE OF IOWA

for period
December 1, 1974 - November 30, 1975

C O N T E N T S

- I. Transmittal Letter from the Honorable Robert D. Ray,
Governor, State of Iowa
- II. Overall Project Application
- III. General Statement
- IV. Individual Projects for the Period December 1, 1974 -
November 30, 1975
- V. Administrative Costs
- VI. Carryover Project from 1973/74



UNITED STATES CIVIL SERVICE COMMISSION

IN REPLY PLEASE REFER TO

DIRECTOR ST. LOUIS REGION
U.S. CIVIL SERVICE COMMISSION
FEDERAL BUILDING
ST. LOUIS, MO. 63103

ST. LOUIS REGION

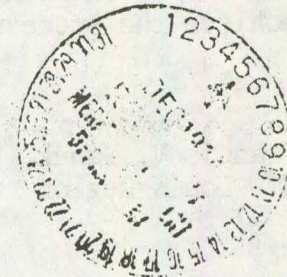
COMPREHENSIVE MISSOURI, KANSAS, NEBRASKA, IOWA

SLIPPD

YOUR REFERENCE

OFFICE OF THE DIRECTOR, ST. LOUIS, MO. 63103

The Honorable Robert D. Ray
Governor of Iowa
State Capitol
Des Moines, Iowa 50319



Dear Governor Ray:

In accordance with the provisions of the Intergovernmental Personnel Act of 1970, and on the basis of the final Application which you have submitted, I take pleasure in notifying you of the award of an IPA grant to the State of Iowa in the amount of \$164,000.00. This grant, which carries the identifying number 75-IA-02C, will run from December 1, 1974 to November 30, 1975 and is subject to certain special conditions negotiated with your representative.

A grant award in the amount of \$164,000.00 will be made available to you starting on December 1, 1974, and continuing during the grant period. In addition, this letter authorizes the carryover of unexpended fiscal year 1974 IPA funds from Grant No. 74-IA-01C. These carryover funds, which consist of \$12,000.00 already in the State Treasury, may be expended on projects included in Grant No. 75-IA-02C. Payment will be made in advance, by Treasury Check, in the amounts of \$81,000.00, \$41,000.00, and \$41,000.00 on January 18, 1975, April 12, 1975, and June 30, 1975, respectively. Consistent with the national goal of expanding opportunities for minority business enterprises, grantees and subgrantees are encouraged to consider depositing IPA grant funds in minority banks where possible.

The total award of \$164,000.00 being provided to you is for the current project year of your program, and will be provided from the IPA appropriations for fiscal year 1975. Additional funds to continue the project beyond the grant period will have to be approved separately, as a new grant, and will be subject to future appropriations by the Congress and successful project execution during the grant period.

This IPA grant is subject to the representations contained in your final Application (a copy of which is attached to this letter) and to the general grant conditions set forth in Attachment A. In addition, it is subject to the special conditions set forth in Attachment B.

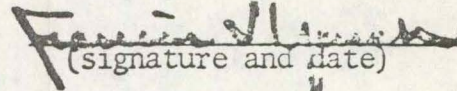


MERIT PRINCIPLES ASSURE
QUALITY AND EQUAL OPPORTUNITY

Before any commitment of funds can be made under the Intergovernmental Personnel Act, compliance with the applicable terms and conditions of the Act and this letter of notification of a Federal Grant Award must be agreed to by the grantee.

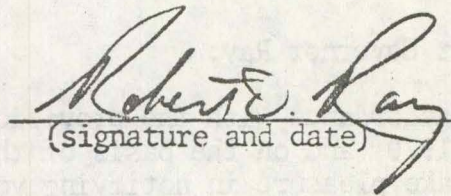
Please indicate your acceptance of these terms and conditions by signing and returning a completed copy of this Federal Grant Award Letter to me. We know you recognize the importance of administering this project in an effective and prudent manner. Effective and rigorous administration of IPA projects will be essential to their individual favorable results and to the continuing overall success of the IPA. We look forward to assisting you in any way we can to achieve the successful operation of this very important and needed program.

Francis V. Yanak, Director
St. Louis Region


(signature and date) 11/9/74

Accepted:

The Honorable Robert D. Ray
Governor of Iowa


(signature and date)

Attachments

LEGAL, PROGRAM, AND ADMINISTRATIVE REQUIREMENTS
APPLICABLE TO GRANTS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT

Any grant received under the Intergovernmental Personnel Act (Public Law 91-648) is subject to the following standard legal, program, and administrative requirements, unless otherwise agreed by the grantee and the U. S. Civil Service Commission. These standard requirements supplement the assurances contained in Part V of CSC Form 1148 "Application for Federal Assistance, Intergovernmental Personnel Act." Where references are made to the provisions of Circular No. A-87 or Circular No. A-102 of the Office of Management and Budget, grantees should consult these Circulars or the IPA Grant Administration Handbook for specific details.

1. *Consistency with Applicable Merit Principles.* The proposed program is consistent with the "fair treatment" merit principle in clause (5) of the third paragraph of section 2 of the Act and implementing regulations of the Commission, and with those other merit principles in clauses (1) - (6) of the third paragraph of section 2 which apply to the projects in the application.
2. *Maintenance of State and Local Expenditures.* The making of the grant will not result in a reduction in relevant State or local government expenditures or the substitution of Federal funds for State or local funds previously made available for these purposes.
3. *Coordination with Related Programs.* The programs and projects contained in this application have been prepared and will be implemented in coordination with related Federal grants and programs providing for personnel administration services and support, technical assistance, and training and fellowship activities.
4. *Written Approval of Program Changes.* The grantee shall obtain prior written approval from the Commission before making major changes in activities covered in the approved grant application. The Commission will give prompt attention to such requests from a grantee.
5. *Monitoring and Reporting Program Performance.* Grantees shall continually monitor performance under IPA-supported activities to assure that time schedules are being met and performance goals are being achieved. The grantee shall submit narrative reports summarizing accomplishments to date and describing any significant deviations from the approved project timetable. These reports shall be submitted to the Commission quarterly, and a final narrative report shall be submitted after completion of each grant project. The Commission shall make on-site visits as frequently as practicable to review program accomplishments and management control systems and to provide technical assistance.
6. *Copyrights.* When activities supported by this grant produce original books, manuals, films, or other copyrightable material, the author or grantee may copyright this material, but the Commission retains a royalty-free, nonexclusive, and irrevocable license to produce, publish, or otherwise use the material, and to authorize others to use the work for Government purposes. The Commission will take the recommendations of the grantee into account in exercising this license.
7. *Patents.* If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, the grantee agrees to refer the discovery or invention to the Commission, which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with Federal funds, in accordance with the Presidential Memorandum of August 23, 1971, on "Government Patent Policy" and the Statement of Government Patent Policy in 36 F.R. 16889. The Commission will take into account any recommendations made by the grantee.

8. *Property Management.* Standards and procedures governing the acquisition, use, and disposition of property acquired in whole or in part with Federal funds or furnished by the Federal Government shall conform to the provisions of Office of Management and Budget Circular No. A-102, Attachment N, "Property Management Standards." Title to nonexpendable personal property acquired by the grantee in whole or in part with Federal funds shall be vested in the grantee, except that the Commission may reserve title to such property financed solely by Federal funds with an acquisition cost of \$1,000 or more and which is unique or difficult or costly to replace.
9. *Publications.* All published materials (written, visual, or audio) prepared in connection with an approved project will contain acknowledgement that the development of the material was made possible by a grant from the U. S. Civil Service Commission under the Intergovernmental Personnel Act (P.L. 91-648) and that the Commission is not responsible for the accuracy of the material or the conclusions it contains.
10. *Third Party Participation.* Any contract or agreement entered into by the grantee for execution of activities or provision of services or products to a grant program or project (other than purchase of supplies or standard commercial or maintenance services) shall provide for the grantee to retain ultimate control and responsibility for the activities or products and for the contractor or subgrantee to be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the program or project, unless the Commission and the grantee agree to their modification in a particular case.
11. *Interest of Public Officials and Employees.* No officer or employee of the grantee, no member of its governing body, and no other public official of the locality in which the approved program or project will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the approved program or project, may (a) participate in any decision relating to any contract negotiated under this grant which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested, or (b) have any financial interest, direct or indirect, in such contract or in the work to be performed under the program authorized herein.
12. *Fiscal Administration.*
 - a. *Financial Management Systems.* Grantee financial management systems shall provide for accurate, current, and complete disclosure of the financial results of each program; records which adequately identify the source and application of funds for grant-supported activities; effective control over the accountability for all funds, property, and other assets; comparison of actual with budgeted amounts for each program; procedures to minimize the time elapsing between the transfer of funds from the U. S. Treasury and their disbursement by the grantee; procedures for determining the allowability of costs in accordance with Office of Management and Budget Circular No. A-87; and accounting records which are supported by source documentation. Grantees shall require subgrantees to adopt these standards.
 - b. *Audit.* Financial management systems shall include provisions for audit as required by Office of Management and Budget Circular No. A-102. Within a reasonable period following the close of the grant period, the grantee should arrange for a financial audit, which may be conducted by either an independent State or local government auditor or a certified public accountant retained for this purpose. The Commission publication, *Intergovernmental Personnel Act Grant Audit Guidelines for Use by State, Local Governmental, and CPA Auditors*, may be used for guidance.

- c. *Maintenance of Records.* All required records shall be maintained for a period of three years from the date of the final expenditure report, or from the date of the annual expenditure report, unless audit findings have not been resolved. Records for non-expendable property acquired with Federal grant funds shall be maintained for a period of three years after disposition of the property. The grantee agrees to include the substance of this clause in any agreement entered into by the grantee.
- d. *Budget Revisions.* The grantee shall notify the Commission of deviations from grant budgets and shall request approval for budget revisions according to the principles in Office of Management and Budget Circular No. A-102, Attachment K, "Budget Revision Procedures."
- e. *Financial Reports.* The grantee shall submit to the Commission a "Report of Federal Cash Transactions" (CSC Form 1151) on a quarterly basis. A "Financial Status Report" (CSC Form 1152) shall be submitted after completion of the grant period. Specific dates for the submission of these reports will be established by the Commission.
- f. *Program Income.* Interest on grant funds earned by a unit of local government or "other organization," as defined in the Act, shall be returned to the Commission by check payable to the Treasurer of the United States. Program income earned by the grantee during the grant period as a result of grant activities, including royalties from copyrights and patents, shall be retained by the grantee and shall be added to funds committed to the project and used to further eligible program objectives. If royalties continue to be received after completion or termination of the grant, the Commission and the grantee shall negotiate the disposition of the Federal share of any amount exceeding \$200 received annually.
- g. *Procurement Standards.* Grantees may follow their own procedures for the procurement of supplies, equipment, and other services provided that these procedures adhere to the standards in Office of Management and Budget Circular No. A-102, Attachment O, "Procurement Standards." Positive efforts shall be made by the grantee to utilize small business and minority-owned business sources of supplies and services.

U.S. CIVIL SERVICE COMMISSION

Notification of Federal Grant Award

Special Grant Conditions

Grantee: (Name of Applicant) State of Iowa

Date: _____

Grant Number: 75-IA-02C

In addition to the statutory and regulatory provisions of the Intergovernmental Personnel Act of 1970, the representations made by the grantee in the final application, and the general conditions set forth in Attachment A; this grant is also subject to the following special conditions, requirements, or agreements negotiated between the U.S. Civil Service Commission and the grantee:

As previously negotiated, IPA funds received under this grant will equal the following percentage of total estimated project costs:

Iowa FY 1975 Statewide Plan

Match - \$113,985.00 (39% of total project costs)
IPA - \$176,000.00 (61% of total project costs)

Project #1

Match - \$26,400.00 (40% of total project costs)
IPA - \$40,000.00 (60% of total project costs)

Project #2

Match - \$30,000.00 (50% of total project costs)
IPA - \$30,000.00 (50% of total project costs)

Project #3

Match - \$10,550.00 (26% of total project costs)
IPA - \$30,150.00 (74% of total project costs)

Project #4

Match - \$20,885.00 (34% of total project costs)
IPA - \$40,074.00 (66% of total project costs)

There is no project #5.

Project #6

Match - \$ 6,000.00 (25% of total project costs)
IPA - \$18,000.00 (75% of total project costs)

Project #7

Match - \$10,000.00 (40% of total project costs)
IPA - \$15,300.00 (60% of total project costs)

Special Grant Conditions - (continued)

Administration

Match - \$3,710.00 (60% of total project costs)
IPA - \$2,476.00 (40% of total project costs)

The grantee and all subgrantees agree to submit, before the disbursement of funds by the designee, to the U.S. Civil Service Commission the names, resumes and where appropriate course outlines of all consultants and contractors employed in carrying out the approved projects.

The grantee and subgrantees agree to submit to the U.S. Civil Service Commission the reports on the attached schedule. All financial reports must be submitted in triplicate. The grantee and subgrantee further agree to submit to the U.S. Civil Service Commission a minimum of six (6) copies of all finished products.

The grantee and subgrantee agree to maintain project records in accordance with Attachment C of OMB Circular No. A-102. When the grantee or subgrantee use time of employees as match, detailed work reports will be kept including such information as the name of the employee, rate of pay, dates and time spent on the project plus other data referred to in Attachment C. Likewise, similar reporting requirements apply to the consultants who work on the project. All such supporting records must be kept three (3) years after the submission of a final expenditure report or until all audit findings have been resolved, whichever is longer.

As a condition for receiving payment by advance Treasury check, the grantee and subgrantee certify that the requirements specified in paragraphs 3(b) and 3(c) of Attachment J of OMB Circular No. A-102 have been met.

The grantee agrees to provide for an audit as required by OMB Circular No. A-102. IPA grant funds may be used to pay the expenses incurred by the grantee in conducting or arranging for the conduct of the audit specified, provided it is done in accordance with the "IPA Grant Audit Guidelines for Use by State, Local Governmental and C.P.A. Audits."

As in previous statewide plans (Cf. Standard Grant Condition No. 1 - Consistency with Applicable Merit Principles), the grantee agrees that all approved programs and activities will be conducted in accord with the "fair treatment" merit principle of the Intergovernmental Personnel Act of 1970. Assurance to this effect from the IPA designee and the subgrantees will be made available to the U.S. Civil Service Commission for review. The grantee and subgrantees will make known to IPA participants and beneficiaries the fact that complaints of discrimination may be filed with the St. Louis Regional Office of the U.S. Civil Service Commission.

Post-Award Management And Monitoring Plan For

IPA Projects

Purpose

- The purpose of this post-award management and monitoring plan is to (1) assure the Grants Manager, on a continuing basis, that all major aspects of the grant program proceed as they were planned and approved; (2) alert the Grants Manager and the grantee when problems develop so that they can be resolved satisfactorily on a timely basis; and (3) assist the Grants Manager and the grantee to more accurately plan and budget for future year grants.

Methodology

- The grantee's program will be monitored by means of (1) a review of all the required financial and management information reports that have been identified in the Special Grant Conditions previously agreed to by the applicant; (2) on-site visits by the Grants Manager, or his representative, to the grantee and any sub-grantee, contractor or consultant identified in the application; (3) contacts by the Grants Manager with representatives of appropriate Federal grantor agencies, public interest groups, professional associations, employee unions, civil rights groups, etc.; (4) a formal evaluation of the execution and results of the grant program; and (5) a fiscal audit.

Schedule

- The schedule for the submission of the required financial and management information reports has already been negotiated with the grantee as part of the Special Grant Conditions; there will be no pre-determined schedule of on-site visits. The timing

and frequency of visits will depend on such factors as the identification of problems, the occurrence of critical check-points, and effective use of resources of the Grants Manager or his representative. The grantee will be notified prior to the scheduling of any on-site visit; the scheduling of contacts with appropriate outside organizations will be on an as needed basis. The formal evaluation and the fiscal audit will be scheduled after the conclusion of the project year.

Use of Other Commission Resources - The formal evaluation will be conducted by the Commission's St. Louis Regional office. The evaluation will be designed to assess effectiveness in administering the grant and accomplishing objectives; and to measure the impact of the project benefits on recipients. Detailed arrangements for the evaluation will be negotiated with the grantee in advance. The grantee will be invited to participate, if he so desires, in a joint evaluation of the grant program. The fiscal audit at the conclusion of the project year will be conducted by the Civil Service Commission either through its Office of Management Analysis and Audits, by contract with another cognizant Federal agency, or by contract with a public accounting firm. Detailed arrangements for the audit will be negotiated with the grantee in advance.

Identification of Critical Check-Points - The critical check-points in each of the approved projects have been taken into account in the scheduling of the management information reports as negotiated with the applicant in the Special Grant Conditions. This

includes an evaluation of the project's adherence to the IPA
Nondiscrimination and Equal Employment Opportunity Regulations.



ADDRESS

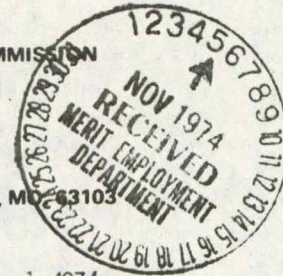
DIRECTOR ST. LOUIS REGION
U.S. CIVIL SERVICE COMMISSION
FEDERAL BUILDING
ST. LOUIS, MO. 63103

UNITED STATES CIVIL SERVICE COMMISSION

ST. LOUIS REGION

COMPRISING MISSOURI, KANSAS, NEBRASKA, IOWA

OFFICE OF THE DIRECTOR, ST. LOUIS, MO. 63103



IN REPLY PLEASE REFER TO

SLIPPD

YOUR REFERENCE

NOV 1 1974

The Honorable Robert D. Ray
Governor of Iowa
State Capitol Building
Des Moines, Iowa 50319

Dear Governor Ray:

This will acknowledge receipt of your application for a grant under the Intergovernmental Personnel Act of 1970. Your application has been assigned the code number 75-IA-03 for grant processing purposes. Please refer to this number in all correspondence to the Civil Service Commission concerning this grant application.

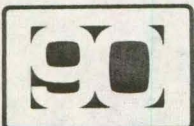
I have assigned Mr. Tom Donahue of my IPP staff to continue as manager of this application. He will contact you if any additional materials are needed or if any changes have to be negotiated in the application.

All grant requests for discretionary money will be evaluated by a committee of Civil Service Commission staff and will be awarded, if approved, by January 1, 1975.

Thank you for your interest in the Intergovernmental Personnel Act.

Sincerely,

Francis V. Yanak
Regional Director



1883-1973

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QUALITY AND EQUAL OPPORTUNITY



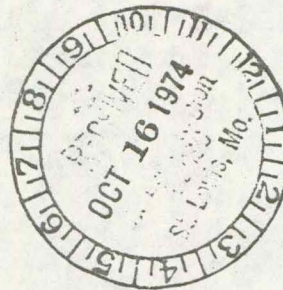
Office of the Governor

OCT 16 REC'D

STATE CAPITOL
DES MOINES, IOWA 50319

ROBERT D. RAY
GOVERNOR

October 7, 1974



Mr. Francis Yanak
Regional Director
U. S. Civil Service Commission
St. Louis Region
Federal Building
St. Louis, Missouri 63103

Dear Mr. Yanak:

Enclosed are two copies of the grant application for Iowa for the fourth year of the Intergovernmental Personnel Act of 1970. The application covers the period December 1, 1974, through November 30, 1975.

The Iowa Advisory Council on Public Personnel Management has determined the needs and priorities in Iowa for bolstering and improving our personnel policies and procedures as envisioned under the Intergovernmental Personnel Act. This year's application continues to represent Iowa's original plan to implement projects which will have the greatest impact on all jurisdictions within the funds available.

Sincerely,

Robert D. Ray
Governor

RDR/da
Enclosures (2)

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier	
		2. Applicant's Application No.	
3. Federal Grantor Agency U. S. Civil Service Commission Organizational Unit Intergovernmental Personnel Program Administrative Office St. Louis Regional Office Street Address - P.O. Box 1520 Market Street City State Zip Code St. Louis, Missouri 63103		4. Applicant Name State of Iowa Department Division Office of the Governor Street Address - P.O. Box State Capitol City County Des Moines Polk State Zip Code Iowa 50319	
5. Descriptive Name of the Project State of Iowa, I.P.A. projects for period December 1, 1974 - November 30, 1975			
6. Federal Catalog No. 27.012		7. Federal Funding Requested \$ 164,000.00 *See note #1	
8. Grantee Type <input checked="" type="checkbox"/> State, _____ County, _____ City, _____ Other (Specify)			
9. Type of Application or Request <input checked="" type="checkbox"/> New Grant, <input checked="" type="checkbox"/> Continuation, _____ Supplement, _____ Other Changes (Specify)			
10. Type of Assistance <input checked="" type="checkbox"/> Grant, _____ Loan, _____ Other (Specify)			
11. Population Directly Benefiting from the Project 2,800,000		13. Length of Project 12 months	
12. Congressional District a. Statewide b. Statewide		14. Beginning Date December 1, 1974	
		15. Date of Application October 7, 1974	
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.			
Typed Name Robert D. Ray		Title Governor, State of Iowa	Telephone Number Area Code Number Ext 515 281-5211
Signature of Authorized Representative			
For Federal Use Only			
A. Application No. _____		B. Date Received _____	
C. Allocation of IPA Funds:		D. Activity Coverage:	
Formula Discretionary		Training <input type="checkbox"/>	
For State Needs		Fellowship <input type="checkbox"/>	
For Local Needs		Personnel Administration <input type="checkbox"/>	

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Project #1		\$	\$	\$ 40,000.00	\$ 26,400.00	\$ 66,400.00
2. Project #2		10,000.00	4,675.00	30,000.00	36,440.00	66,440.00
3. Project #3				30,150.00	10,550.00	40,700.00
4. Project #4				40,074.00	20,885.00	60,959.00
5. TOTALS		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1) Project #1	(2) Project #2	(3) Project #3	(4) Project #4	
a. Personnel	\$ 45,490.00	\$ 5,600.00	\$ 36,318.00	\$ 23,216.00	\$ 110,624.00
b. Fringe Benefits	3,900.00	840.00	3,632.00	3,482.00	11,854.00
c. Travel	16,000.00	5,630.00	450.00	4,000.00	26,080.00
d. Equipment	-0-	-0-	-0-	500.00	500.00
e. Supplies	250.00	2,600.00	200.00	2,000.00	5,050.00
f. Contractual	-0-	47,000.00	-0-	19,700.00	66,700.00
g. Construction	-0-	-0-	-0-	-0-	-0-
h. Other	760.00	4,770.00	100.00	Telephone 400.00	6,030.00
i. Total Direct Charges	66,400.00	66,440.00	40,700.00	53,298.00	226,838.00
j. Indirect Charges				7,661.00	7,661.00
k. TOTALS	\$ 66,400.00	\$ 66,440.00	\$ 40,700.00	\$ 60,959.00	\$ 234,499.00
7. Program Income	\$	\$	\$	\$	\$

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5

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Project #6		\$	\$	\$ 18,000.00	\$ 6,000.00	\$24,000.00
2. Project #7		-0-	-0-	15,300.00	10,000.00	25,300.00
3. Administration				2,476.00 2,500.00	3,710.00 3,686.00	6,186.00
4.						
5. TOTALS		\$ 10,000.00	\$ 4,675.00	\$ 176,024.00 ^{ccc}	\$ 113,961.00 ⁹⁸⁵	\$289,985.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1) Project #6	(2) Project #7	(3) Admin.	(4)	
a. Personnel	\$ 13,800.00	\$ 700.00	\$ 3,351.00	\$	\$ 17,851.00
b. Fringe Benefits	1,800.00	70.00	335.00		2,005.00
c. Travel	2,500.00	760.00	500.00		3,760.00
d. Equipment	400.00	-0-	-0-		400.00
e. Supplies	500.00	200.00	350.00		1,050.00
f. Contractual	2,000.00	21,270.00	500.00		23,770.00
g. Construction	-0-	-0-	-0-		-0-
h. Other	3,000.00	2,300.00	1,150.00		6,450.00
i. Total Direct Charges	24,000.00	25,300.00	6,186.00		55,486.00
j. Indirect Charges					
k. TOTALS	\$ 24,000.00	\$ 25,300.00	\$ 6,186.00	\$	\$ 55,486.00
7. Program Income	\$	\$ 10,000.00	\$	\$	\$ 10,000.00

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Project #1	\$ 26,400.00	\$ -0-	\$ -0-	\$ 26,400.00
9. Project #2	36,440.00			36,440.00
10. Project #3	10,550.00			10,550.00
11. Project #4	15,885.00	5,000.00	-0-	20,885.00
12. TOTALS	\$ 89,275.00	\$ 5,000.00	\$ -0-	\$ 94,275.00

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	See Note #2				
15. TOTALS	\$	\$	\$	\$	\$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Project #1	\$ 40,000.00	\$ -0-	\$ -0-	\$ -0-
17. Project #2	30,000.00	30,000.00	30,000.00	30,000.00
18. Project #3	40,000.00	-0-	-0-	-0-
19. Project #4	30,000.00	-0-	-0-	-0-
20. TOTALS	\$ 140,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00

SECTION F – OTHER BUDGET INFORMATION*(Attach additional sheets if necessary)*

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)18
7

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Project #6	\$ 6,000.00	\$	\$	\$ 6,000.00
9. Project #7	-0-	10,000.00	-0-	10,000.00
10. Administration	-0-	3,686.00	-0-	3,686.00
11.				
12. TOTALS	\$ 6,000.00	\$ 13,686.00	\$ -0-	\$ 19,686.00

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTALS	\$	\$	\$	\$	\$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Project #6	\$ 18,000.00	\$ -0-	\$ -0-	\$ -0-
17. Project #7	15,300.00	-0-	-0-	-0-
18. Administration	2,500.00	-0-	-0-	-0-
19.				
20. TOTALS	\$ 35,800.00	\$ -0-	\$ -0-	\$ -0-

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

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7

NOTE #1

\$164,000.00 represents "Formula Allocation FY 1975 I.P.A. Grant Funds" to the State of Iowa. It is estimated the State of Iowa will have \$12,000.00 federal funds remaining from the FY 1974 at the end of the project year. This has been divided \$6,000.00 to this year's state projects and \$6,000.00 to local projects; a total of \$176,000.00 federal funds for FY 1975.

It is agreed and so stated, that if the estimated carryover federal funds prove to be more than estimated, such funds will be further allocated to approved projects proportionately under the state-wide plan. If the estimated federal funds carryover are below the estimate, federal funds will be reduced in one or more projects to conform to the final actual carryover funds available.

All carryover funds from program 74-IA-01C will be allocated to the requested and stated projects to the total of the federal funds so requested, irrespective of the particular amount or source finally realized and carried over from an individual project or projects.

		TOTAL FOR 1st YR.	1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER
PROJECT NO. 1	Federal	\$ 40,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	Non-Federal	26,400.00	6,600.00	6,600.00	6,600.00	6,600.00
	TOTALS	66,400.00	16,600.00	16,600.00	16,600.00	16,600.00
PROJECT NO. 2	Federal	30,000.00	7,500.00	7,500.00	7,500.00	7,500.00
	Non-Federal	30,000.00	7,500.00	7,500.00	7,500.00	7,500.00
	TOTALS	60,000.00	15,000.00	15,000.00	15,000.00	15,000.00
PROJECT NO. 3	Federal	30,150.00	7,537.50	7,537.50	7,537.50	7,537.50
	Non-Federal	10,550.00	2,637.50	2,637.50	2,637.50	2,637.50
	TOTALS	40,700.00	10,175.00	10,175.00	10,175.00	10,175.00
PROJECT NO. 4	Federal	40,074.00	10,000.00	10,000.00	10,000.00	10,074.00
	Non-Federal	20,885.00	5,000.00	5,000.00	5,000.00	5,885.00
	TOTALS	60,959.00	15,000.00	15,000.00	15,000.00	15,959.00
PROJECT NO. 6	Federal	18,000.00	4,500.00	4,500.00	4,500.00	4,500.00
	Non-Federal	6,000.00	1,500.00	1,500.00	1,500.00	1,500.00
	TOTALS	24,000.00	6,000.00	6,000.00	6,000.00	6,000.00
PROJECT NO. 7	Federal	15,300.00	3,000.00	4,000.00	4,000.00	4,300.00
	Non-Federal	10,000.00	1,000.00	3,000.00	3,000.00	3,000.00
	TOTALS	25,300.00	4,000.00	7,000.00	7,000.00	7,300.00
ADMINISTRATION	Federal	2,500.00	625.00	625.00	625.00	625.00
	Non-Federal	3,686.00	921.50	921.50	921.50	921.50
	TOTALS	6,186.00	1,546.50	1,546.50	1,546.50	1,546.50

STATE OF IOWA

DECEMBER 1, 1974-NOVEMBER 30, 1975

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GENERAL STATEMENT

Reference is made and specifically becomes a part of this application to Grant Number 72-IA-01, Grant Number 73-IA-01C and Grant Number 74-IA-01C previously approved and made to the State of Iowa under provisions of the Intergovernmental Personnel Act of 1970.

The submitted projects for the period December 1, 1974 - November 30, 1975, represent a continuation of the basic state policy to maintain projects which will benefit the most jurisdictions and people within the funds available.

Project Number 5, County Officials Training Program administered by the Iowa State Association of Counties, is submitted with the continuing and new projects in this year's application with no further funding. It will continue to completion within the funds of \$5,595.53 allocated in FY 1974.

The Advisory Council developing this year's state program are:

Maurice Baringer
State Treasurer

Donald Cleveland
Executive Director
Iowa State Association
of Counties

Clayton Ringgenberg, Director
Institute of Public Affairs
University of Iowa

Robert E. Josten
Executive Director
League of Iowa Municipalities

Paul Lowery, Superintendent
Des Moines Area Community
College

W. L. Keating, Director
Merit Employment Department

PROJECT NARRATIVE STATEMENT

1. DESCRIPTIVE TITLE OF PROJECT. Manpower Management Training and Technical Assistance Program.
2. STATUS OF PROJECT. Continuing Program
3. ITEM 5b, CSC FORM 1148.

During the past year, IPA Project No. 1 has continued to realize many of its original objectives. The increased interest and demand for assistance have necessitated the addition of another field representative for southern Iowa. This field representative is supported totally with League revenue and serves to reinforce our commitment to this project and its continuation.

The degree of sophistication demanded of smaller cities and towns was strained once again in 1974 by the passage of legislation which impacts directly on the personnel management function.

The passage of an amendment to the federal Fair Labor Standards Act and the Iowa Public Employment Relations Act (collective bargaining) have obvious implications to cities and towns. Additionally, growing concern in the areas of OSHA and EEO compliance has further heightened recognition of the need for statewide training and assistance.

PAST ACCOMPLISHMENTS

The combined efforts of the League office and our field representatives have resulted in the following accomplishments:

- Direct participation in orientation sessions with the Institute of Public Affairs, Iowa State Extension Service, and Office of Planning and Programming - Division of Municipal Affairs, for newly elected municipal officials. Statewide.
- Identification of the commonalities of existing bookkeeping systems and those elements which were unique to each system.
- Establishment of basic bookkeeping principles in 50% of the cities and towns of less than 2,000 population.
- Preliminary investigation of the type of budget system desired for a statewide system, and description of some of the characteristics of that system.
- Direct technical assistance and advice in areas of ordinance codification, home rule implementation and adoption, OSHA regulations, review of federal grant applications, federal general revenue sharing, Fair Labor Standards Act and collective bargaining.
- Technical assistance and advice to the City Finance Committee in the conversion of local accounting and budgeting systems to a program/performance budget.
- Increased intergovernmental efforts with state and federal agencies in areas of flood control; recreation; environmental protection and labor management relations.

ANTICIPATED ACCOMPLISHMENTS - NEW FUNDING YEAR

- Statewide workshops for orientation to basic PPB systems.
- Revision and additions to the data elements of a basic PPB system for statewide uniformity.
- Participation in the development of a program for local officials in anticipation of collective bargaining becoming mandatory in July, 1975.
- Development and use of a simplified guide to budgets and information exchange. This manual will be used as a teaching aid by our field personnel and can be retained by finance officers and clerks to use as a daily guide in budget preparation.
- Advice and assistance to the City Finance Committee; State Auditor's office; Office of Planning and Programming; Institute of Public Affairs; Office of Local Government Programs, Iowa State University in the development of a statewide budget manual.
- Act as a training core for other state agency personnel in budget preparation.
- Statewide seminars for municipal officials for the final transition to Home Rule as of July 1, 1975.

There have been no significant changes in project objectives, location, approach or time delays. Total budget for second year's operation was not exceeded, and individual budget items did not change more than the prescribed limits set forth in Attachment K, OMB - Circular A-102.

We attach a letter from the City of Davenport requesting the carry over of \$5,000 granted to that city in 1973 under a sub-contract with the League. This money was designed to assist the City in upgrading its professional personnel function, but has not yet been completed. Since the money has already been allocated no realignment of costs are necessary. However, if the City wants to legally spend this money the project must be carried over to FY 1975.

DIRECT COSTS:

	<u>Federal</u>	<u>Non-Federal</u>	<u>Total</u>
a. Personnel	\$	\$	\$
Field Representative (100%)	-0-	13,000.	13,000.
Field Representative	13,000.	-0-	13,000.
Field Representative	13,000.	-0-	13,000.
Executive Director (10%)	-0-	2,400.	2,400.
Deputy Director (10%)	-0-	1,540.	1,540.
Assistant Director of Technical Service (15%)	-0-	2,550.	2,550.
	<u>26,000.</u>	<u>19,490.</u>	<u>45,490.</u>
b. Fringe Benefits	2,600.	1,300.	3,900.
	<u>28,600.</u>	<u>20,790.</u>	<u>49,390.</u>
c. Travel	10,500.	5,500.	16,000.
d. Equipment	-0-	-0-	-0-
e. Supplies	200.	50.	250.
f. Contractual	-0-	-0-	-0-
g. Construction	-0-	-0-	-0-
h. Other:			
Postage	170.	60.	230.
Law Books	130.	-0-	130.
Telephone	400.	-0-	400.
Total Direct Costs	\$ 40,000.	\$ 26,400.	\$66,400.

CITY OF DAVENPORT

DAVENPORT, IOWA

SEP 25 1974

September 24, 1974

Mr. Bob Harpster
Deputy Director
League of Iowa Municipalities
444 Insurance Exchange Building
Des Moines, Iowa 50309

The purpose of this letter is to request that you take whatever action is necessary to carry forward into the State's IPA plan of Fiscal 1975 the \$5,000.00 granted the City of Davenport during August 1973 to assist the City in upgrading its professional personnel function. Subsequently the City contracted with the U. S. Civil Service Commission to undertake a series of tasks. To date those tasks have not been completed and cannot be completed by the end of the current month. The \$5,000.00 you advanced us remains unspent in a special account in the City Treasurer's office.

If you have any questions on this request, please contact me. Your assistance is appreciated.

Sincerely,



W. Kenneth Gearhart
Chief Administrative Officer

WKG/ml

encl

25197A

AGREEMENT FOR TECHNICAL SERVICES
INTERGOVERNMENTAL PERSONNEL ACT OF 1970

It is agreed, under the authority of the Intergovernmental Personnel Act of 1970, Public Law 91-648, 84 Stat. 1914, between the United States Civil Service Commission (CSC herein) and Davenport, Iowa (Governmental Unit herein) that, the CSC will provide the services enumerated in paragraph 4 below and that upon completion thereof, the Governmental Unit will pay the CSC, in accord with the terms of paragraph 5 below. This agreement constitutes the sole and final agreement between the parties and all changes must be in writing.

1. DATE OF REQUEST	2. REQUEST NUMBER SL-74-R3AF
3. GOVERNMENTAL UNIT Davenport, Iowa	
4. SERVICE REQUESTED (including Objective, Time Consideration, etc.) The U.S. Civil Service Commission will: <ol style="list-style-type: none"> 1. Survey current personnel practices and procedures and make recommendations on how the personnel function should be organized. 2. Analyze and revise, if necessary, the City's pay plan. Pay data will be collected from both public and private employers in the area. This information will then be used in an analysis of the City's current pay schedule. Adjustments will be recommended where appropriate. 3. Develop a personnel manual and an employee handbook. 4. Assist in the development of a system for the maintenance of personnel records. 5. Assist in the updating of the City's Affirmative Action Plan. <p style="text-align: right;">(cont'd on attached)</p>	
5. TERMS OF PAYMENT AND ESTIMATED COST The City of Davenport agrees to pay in full for all services rendered by the U.S. Civil Service Commission (St. Louis Region), including travel, subsistence and other out-of-pocket expenses. The total charge for such services will not exceed \$6,500 and may be less than this estimate, depending upon the amount and kind of work performed by Davenport officials and employees. The total estimated charge of \$6,500 by the U.S. Civil Service Commission is also contingent upon the City providing Administrative Office staff assistance which includes a full-time clerk-typist, adequate space, facilities, equipment and materials as requested by the Project Director. The payment for services rendered will be due in the full amount upon submission by the U.S. Civil Service Commission of the	
6A. SIGNATURE OF REQUESTOR <i>Kathryn Kirschbaum</i>	7A. SIGNATURE OF CSC APPROVING OFFICER <i>[Signature]</i>
B. DATE Oct. 31, 1973	B. DATE 11-23-73
FOR CSC USE	
A. ACTUAL COST UPON COMPLETION	B. COMPLETION DATE

Agreement for Technical Services - Davenport, Iowa

4. cont'd

- 6. Provide advice on effectiveness of current examining process.

The project outlined above will commence on-site December 10, 1973 and will terminate on January 31, 1974 or before with submission of the final report-products by the U.S. Civil Service Commission.

5. cont'd

final report (and copies of manuals, handbooks, etc.).

PROPOSAL FOR IPA GRANT

CITY OF DAVENPORT

1. Description of Current Personnel Function and Staffing

The FY 1974 operating budget of the City of Davenport totals over fifteen million and provides for more than 700 city employees. Employee expense (salaries and wages and associated retirement and insurance expense) represents approximately 54 percent of the operating total.

There is no personnel officer for the City of Davenport. The centralized personnel effort which does exist is provided by the Program Coordinator of the Public Employment Program and the Administrative Assistant to the Mayor. Neither are able to devote to the personnel function the time and effort it requires and demands.

The results are inevitable. Almost all aspects of the personnel process - recruitment, selection, training, payroll, record keeping, employment relations - are decentralized. Personnel policies and practices vary from department to department and are inconsistently applied. The position classification and wage and salary plans are in need of revision. The areas of employee safety, employee training, employee relations, and affirmative action demand attention.

2. Proposed Function and Staffing

The City Council has to date turned back efforts to establish a full-time city personnel officer and attendant centralized personnel policies and procedures. The reasons appear to be equally split between "we don't need one;" "we don't want to spend the money" and a lack of understanding of what the position is

to do. The proposal, therefore, is not to provide a position, but to assist us in building a case for the position and the process and provide immediate technical assistance in several personnel problem areas.

What we propose is a twofold project involving an outside professional consultant, such as the U. S. Civil Service Commission, to do the following.

1. Survey our current personnel practices and procedures, identify weakness and make recommendations on how the personnel process should be organized and staffed in a city the size of Davenport. Such recommendation shall include the duties and responsibilities of a personnel officer, if one is recommended, and include both short and long-range recommendations. Emphasis in this part of the project will be on the personnel process. What it involves. What are we doing right? What are we doing wrong? What should we be doing?

2. The second part of the project is to provide direct technical assistance in several identified personnel problems. The emphasis here is to correct some problems which have been identified but not solved by current staff. These areas include: (a) need to review and revise the structure of the pay plan; (b) need to prepare and distribute a meaningful personnel manual, (c) need for employee relations policies and procedures; (d) need to determine what personnel records should be maintained and by whom; and (e) need to improve working relations with the local civil service commissions.

3. Need for Such an Office.

We have identified above that salaries and wages and associated fringe benefits represent a major portion of our operating budget and a good personnel system should be of primary concern. The City's ability to attract, and retain

competent personnel and to use them effectively is directly related to the level and quality of services the city government can provide. We believe this grant will give us the momentum we need to "get on" with this important aspect of "management improvement."

4. Benefits to be Expected:

We anticipated the benefits from this project to be both long-range and immediate. Long-range benefits will include an expert appraisal of our current personnel system and recommendations for improvement. Immediate benefits will include solution to several personnel problems involving the pay plan, personnel manual, employee relations, record keeping and local civil service commission.

5. Local Funds

The local share of the project, or \$2,500, is available in the special projects portion of the Liquor Fund budget. Funds for implementing and maintaining the project recommendations will be provided through the FY 1975 budget process.

6. Name and Title of Official Who Will Be Responsible for Grant Performance.

George Oles, Program Director, PEP, City Hall, Davenport, Iowa 319-326-7763.

7. A project completion report will be prepared evaluating results of the project and setting forth actions to be taken to implement the recommendations of the project.

OCT 11 1973

CITY OF DAVENPORT

DAVENPORT, IOWA

October 9, 1973

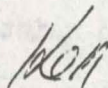
Mr. Robert W. Harpster
Administrative Assistant
League of Iowa Municipalities
444 Insurance Exchange Bldg.
Des Moines, Iowa 50309

Dear Mr. Harpster:

Enclosed is a copy of our progress report
for the IPA Grant.

If you have any questions please give me
a call.

Sincerely,



W. Kenneth Gearhart
Chief Administrative Officer

WKG:bd

cc: Mayor Kirschbaum

Enclosure

IPA Grant Progress Report

Mr. Victor Young from the U.S. Civil Service office in St. Louis spent two days with the city administration to review present personnel functions.

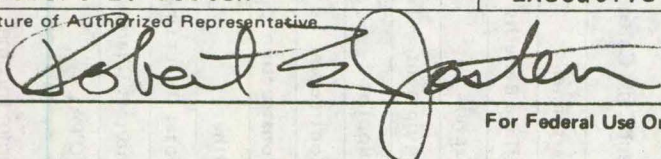
Mr. Young will notify us as to the commission's ability to accomplish all or part of the following recommendations:

1. Survey current personnel practices and procedures and make recommendations on how the personnel function should be organized.
2. Provide direct technical assistance by the U.S. Civil Service Commission to:
 - (a) analyze our classification plan and job descriptions,
 - (b) analyze our pay plan,
 - (c) develop a personnel manual and employee handbook,
 - (d) establish policy for maintenance of personnel records.

The city will participate with a total of \$5,000 from IPA and \$1,500 local contribution. There may be additional funds available through the St. Louis U.S. Civil Service which can allow us to accomplish more than we originally expected. The city will have to provide administrative staff assistance to help direct the project, adequate office space and copying services.

It appears that the project can be started in November, 1973 with completion set for January, 1974. More discussion has to take place before a final contract is submitted by the U.S. Civil Service Commission.

**APPLICATION FOR FEDERAL ASSISTANCE
(NONCONSTRUCTION PROGRAMS)
PART I**

<p>3. Federal Grantor Agency</p> <p><u>U. S. Civil Service Commission</u></p> <p>Organizational Unit</p> <p><u>Intergovernmental Personnel Programs</u></p> <p>Administrative Office</p> <p><u>St. Louis Regional Office</u></p> <p>Street Address - P.O. Box</p> <p><u>1520 Market Street</u></p> <p>City State Zip Code</p> <p><u>St. Louis, Missouri 63103</u></p>		<p>1. State Clearinghouse Identifier</p> <p>2. Applicant's Application No.</p> <p>4. Applicant Name</p> <p><u>League of Iowa Municipalities</u></p> <p>Department Division</p> <p>Street Address - P.O. Box</p> <p><u>444 Insurance Exchange Building</u></p> <p>City County</p> <p><u>Des Moines Polk</u></p> <p>State Zip Code</p> <p><u>Iowa 50309</u></p>							
<p>5. Descriptive Name of the Project</p> <p style="text-align: center;"><u>Continuation of Iowa I.P.A. Project No. 1</u></p> <p><u>Municipal Manpower Management Training and Technical Assistant Program</u></p>									
<p>6. Federal Catalog No.</p> <p style="text-align: center;">27.012</p>		<p>7. Federal Funding Requested</p> <p style="text-align: center;">\$ 40,000.00</p>							
<p>8. Grantee Type</p> <p>State, County, City, <input checked="" type="checkbox"/> Other (Specify)</p>									
<p>9. Type of Application or Request</p> <p><input type="checkbox"/> New Grant, <input checked="" type="checkbox"/> Continuation, <input type="checkbox"/> Supplement, <input type="checkbox"/> Other Changes (Specify)</p>									
<p>10. Type of Assistance</p> <p><input checked="" type="checkbox"/> Grant, <input type="checkbox"/> Loan, <input type="checkbox"/> Other (Specify)</p>									
<p>11. Population Directly Benefiting from the Project</p> <p style="text-align: center;">2,800,000</p>		<p>13. Length of Project</p> <p style="text-align: center;">Twelve (12) months</p>							
<p>12. Congressional District</p> <p>a. <u>Statewide</u></p> <p>b.</p>		<p>14. Beginning Date</p> <p style="text-align: center;">December 1, 1974</p>							
		<p>15. Date of Application</p> <p style="text-align: center;">September 1, 1974</p>							
<p>16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.</p>									
<p>Typed Name</p> <p>Robert E. Josten</p>		<p>Title</p> <p>Executive Director</p>	<p>Telephone Number</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:25%;">Area Code</th> <th style="width:50%;">Number</th> <th style="width:25%;">Ext</th> </tr> <tr> <td style="text-align: center;">515</td> <td style="text-align: center;">288-2119</td> <td></td> </tr> </table>	Area Code	Number	Ext	515	288-2119	
Area Code	Number	Ext							
515	288-2119								
<p>Signature of Authorized Representative</p> 									
<p>For Federal Use Only</p>									
<p>A. Application No. _____</p>		<p>B. Date Received _____</p>							
<p>C. Allocation of IPA Funds:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">Formula</th> <th style="width:50%;">Discretionary</th> </tr> <tr> <td>For State Needs</td> <td></td> </tr> <tr> <td>For Local Needs</td> <td></td> </tr> </table>		Formula	Discretionary	For State Needs		For Local Needs		<p>D. Activity Coverage: Training <input type="checkbox"/></p> <p style="padding-left: 100px;">Fellowship <input type="checkbox"/></p> <p style="padding-left: 100px;">Personnel Administration <input type="checkbox"/></p>	
Formula	Discretionary								
For State Needs									
For Local Needs									

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Project #1	27.012	\$	\$	\$40,000.00	\$26,400.00	\$66,400.00
2.						
3.						
4.						
5. TOTALS		\$	\$	\$40,000.00	\$26,400.00	\$66,400.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1) Project #1	(2)	(3)	(4)	
a. Personnel	\$45,490.00	\$	\$	\$	\$45,490.00
b. Fringe Benefits	3,900.00				3,900.00
c. Travel	16,000.00				16,000.00
d. Equipment					
e. Supplies	250.00				250.00
f. Contractual					
g. Construction					
h. Other	760.00				760.00
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	\$66,400.00	\$	\$	\$	\$66,400.00
7. Program Income	\$	\$	\$	\$	\$

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Project #1	\$26,400.00	\$ -0-	\$ -0-	\$26,400.00
9.				
10.				
11.				
12. TOTALS	\$26,400.00	\$ -0-	\$ -0-	\$26,400.00

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$40,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
14. Non-Federal	26,400.00	6,600.00	6,600.00	6,600.00	6,600.00
15. TOTALS	\$66,400.00	\$16,600.00	\$16,600.00	\$16,600.00	\$16,600.00

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Project #1	\$40,000.00	\$ -0-	\$ -0-	\$ -0-
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges: see attached

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

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PROJECTS

Title	Director	Total Cost	IPA Funds	Begins	Ends	Total Time	Place	Monitoring Time Date(s)	Team Member
1. Manpower Management Training and Technical Assistance Program	Robert Harpster	\$66,400	\$26,400	12/1/74	11/30/75	12 mos.	Des Moines	5/15/75 9/15/75	Tom Donahue

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Title	Director	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
1. Manpower Management Training and Technical Assistance Program	Robert Harpster	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 1, 1975	Due March 1, 1975
		Due June 15, 1975 for period 3/1/75 to 5/31/75	Due June 15, 1975 for period 3/1/75 to 5/31/75		
		Due September 15, 1975 for period 6/1/75 to 8/31/75	Due September 15, 1975 for period 6/1/75 to 8/31/75		
		Due December 15, 1975 for period 9/1/75 to 11/30/75	Due December 15, 1975 for period 9/1/75 to 11/30/75		

IP 21 1

A. Basic Information

1. Grant Number _____
2. Project Title _____
3. Grantee _____
4. Total Project Cost \$ _____
5. IPA Share \$ _____
6. Project Period _____

B. Project Features (check all that apply)

1. Conduct training course
2. Develop training course material
3. Training support (needs survey, resource identification, clearing-house)
4. Government Service Fellowship

C. Training Data

1. Number of Participants/Subject Matter

Predominant Subject Matter	Number of Participants				
	Executive Branch		Legislative	Judicial	Total
	State	Local			
a. Mgmt-Exec Development					
b. Supervisory					
c. Personnel Management					
d. Financial Management					
e. Labor Relations					
f. EEO					
g. Other:					
h. TOTAL					

3. No. of jurisdictions Participating _____

4. Source of training and amount of contract:

- a. in house
- b. college/university \$ _____
- c. public interest group \$ _____
- d. USCSC \$ _____
- e. private contractor \$ _____
- f. other \$ _____

5. Total man hours of training conducted _____

6. Percent of training conducted on official time _____

7. Other Federal funding sources used:

- a. no
- b. yes _____
(specify program)

2. Minority and Women's Participation

a. Minority					
b. Women					

D. Training System Improvements

1. Training Needs Survey:
 - a. completed
 - b. to be conducted on regular basis
2. Training policy:
 - a. adopted
 - b. significantly changed
 - c. developed (adoption pending)
3. Training organization or positions:
 - a. established for first time
 - b. strengthened
 - c. proposed to establish or strengthen (implementation pending)
4. Training Material
 - a. developed
 - b. includes material for future in-house course presentation

IP 21

E. Training Resource Commitment Resulting from IPA Grant

- 1. Jurisdiction or organization has increased its own resources for training – Annual amount, if known \$ _____
- 2. Specific request has been made for increased resources.
- 3. Request for increased resources made but denied.
- 4. No plans or efforts to obtain additional resources.

F. Project Assessment

- 1. Project objectives accomplished: a. completely b. partially
 c. satisfactorily d. inadequately
- 2. Evaluation of training by participants: a. yes b. no

If yes, consensus rating: a. excellent b. good c. fair d. poor
- 3. Is there further evaluation or evidence of training impact on jurisdiction's operation and performance – other than final reports by project director?
a. yes b. no

(Attach copies or summaries of such material)

_____ Grants Manager
 _____ IPPD Chief

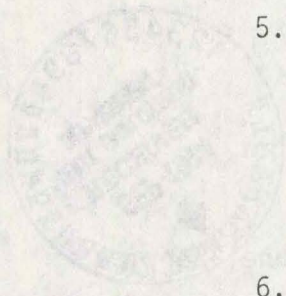
INSTRUCTIONS

- A. Basic Information – e.g., 1. 72IA01; 2. Train local government managers; 3. State of Iowa; 4. \$85,000; 5. \$51,000; 6. July 1, 1971 – June 30, 1972.
- B. Project Features – Check each feature contained in the project.
- C. Training Data – 1. List number of employees trained according to predominant subject matter and their branch of government (*break out Executive branch according to State-local*). 2. List number of minorities and women trained according to their branch of government. 3. Total number of jurisdictions participating in any project feature. 4. List only prime or first-level contractors. 5. Total man hours of classroom training (*length of each session X number of participants*) for the whole project – estimate it necessary. 6. Best estimate for project as a whole. 7. e.g. LEAA, 701, etc.
- D. Training System Improvements – Check as applicable.
- E. Training Resource Commitment – Check as applicable.
- F. Project Assessment – Check according to best estimate by Grants Manager and IPPD Chief.

ACCOMPLISHMENTS TO DATE

Since March 1, 1972, the staff of the Local Government Personnel Center has been providing technical assistance to local governments in a variety of personnel-related activities. These activities include the following:

1. Consultation with local government officials regarding personnel policies, job specifications, wage scales, labor relations, equal opportunity requirements, and wage and hour regulations. To date, the staff has had personal contact and provided some form of assistance, e.g. job analysis, position classification, and review of personnel policies with eighty-one (81) separate jurisdictions in Iowa.
2. Gathering, compiling and publishing salary and fringe benefits data for Iowa cities with populations in excess of 2,000 for the years 1973 and 1974.
3. Provision of speakers for meetings before twenty-six (26) interested groups to discuss requirements and implications of state and federal statutes affecting employment practices, labor relations, and wage policies. Four meetings are scheduled before the expiration of the current contract year.
4. Publication of A Handbook for Job Classifications including sample job descriptions which was distributed to all Iowa counties and all cities with populations of 2,000 or greater.

- 
5. Distribution of the products of the Center's activities in response to requests from 119 state, county and municipal agencies, universities, planning bodies, and other interested organizations beyond the borders of Iowa.
 6. Giving answers and other assistance in response to hundreds of requests for help with particular problems encountered by local government employers.

PROJECTS FOR NEXT CONTRACT YEAR

October and November will see the culmination of our efforts in assisting Blackhawk and Clinton Counties with their personnel problems. They will be presented job descriptions and classifications for their employees; they will have a suggested personnel policy; and they will have a salary review.

Boone and Buchanan Counties will have the same type of assistance rendered to them in the following three months.

The staff here at the Center is gathering data in order to make recommendations to the new legislature concerning the updating of Iowa's Civil Service Laws. They do not reflect the changes which have taken place nationally during the last two years.

During the last half of Fiscal Year '75, we will publish a manual to update county job descriptions which will be sent to all those Iowa counties which have not indicated they are maintaining a currently acceptable one.

Also, during the next six to eight months, we will publish an updated city personnel manual for cities under 15,000 population.

In addition to the above projects, we intend to complete at least six city and six more individual county personnel reviews. This will entail job descriptions, personnel policies, salary reviews and job classifications.

During February, March and April, we will conduct the annual salary survey of all Iowa towns over 2,000 population and publish our findings in three manuals.

During the entire contract year, we will be researching and answering requests from individual offices throughout the state concerning collective bargaining practices which are acceptable under the new state law.

BUDGET

Staff

Personnel Management Specialist III (Contract)	\$19,000
Personnel Management Specialist II (Contract)	15,000
Personnel Management Specialist I (Contract)	13,000
	<u>\$47,000</u>

Travel Expenses

Auto mileage - 5,000 each = 15,000 @ .15/mile	2,250
Lodging - 20 nights each @ \$18/night	1,080
Meals - 80 each @ #3.75 average	900
Meetings, registrations, out-of-state travel	1,400
	<u>5,630</u>

Other Expenses

Printing	2,600
Resource Material	1,200
Telephone	970
Office Supplies	2,600
	<u>7,370</u>

Contributed Services

Director - Division of Municipal Affairs (10%)	2,000
Secretary (50%)	3,600
Fringe Benefits	840
	<u>6,440</u>

TOTAL

\$66,440

ATTACHMENT TO PART III, SECTION C --
"NON-FEDERAL RESOURCES"

CASH MATCH \$30,000.00

CONTRIBUTED SERVICES

- A) DIRECTOR -- DIVISION OF MUNICIPAL AFFAIRS -- 10% -- \$2,000.00
- B) SECRETARY -- 50% -- 3,600.00
- C) FRINGE BENEFITS -- 840.00

6,440.00

\$36,440.00

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2. Local Government Per- sonnel Service Center		10,000*	4,675*	30,000	36,440	66,440
3.						
4.						
5. TOTALS		\$10,000*	\$4,675*	\$ 30,000	\$ 36,440	\$ 66,440

*Projected

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$ 5,600	\$	\$	\$ 5,600
b. Fringe Benefits		840			840
c. Travel		5,630			5,630
d. Equipment		-0-			-0-
e. Supplies		2,600			2,600
f. Contractual		47,000			47,000
g. Construction		-0-			-0-
h. Other		4,770			4,770
i. Total Direct Charges		66,440			66,440
j. Indirect Charges					
k. TOTALS	\$	\$ 66,440	\$	\$	\$ 66,440
7. Program Income	\$	\$ -0-	\$	\$	\$ -0-

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Local Government Personnel	\$	\$	\$	\$
9. Service Center	36,440		-0-	36,440
10.				
11.				
12. TOTALS	\$ 36,440	\$	\$ -0-	\$ 36,440

(See Attachment A.)

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 30,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
14. Non-Federal	30,000	7,500	7,500	7,500	7,500
15. TOTALS	\$ 60,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
17.				
18.				
19.				
20. TOTALS	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges
22. Indirect Charges:
23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

PROJECTS

Title	Director	Total Cost	IPA Funds	Begins	Ends	Total Time	Place	Monitoring Time Date(s)	Team Members
2. Local Government Personnel Center	Duane Francies	\$60,000	\$30,000	12/1/74	11/30/75	12 mos.	Des Moines	5/15/75 9/15/75	Tom Donahue

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Title	Director	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
Local Government Personnel Center	Duane Francies	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 1, 1975	Due March 1, 1975
		Due June 15, 1975 for period 3/1/75 to 5/31/75	Due June 15, 1975 for period 3/1/75 to 5/31/75		
		Due September 15, 1975 for period 6/1/75 to 8/31/75	Due September 15, 1975 for period 6/1/75 to 8/31/75		
		Due December 15, 1975 for period 9/1/75 to 11/30/75	Due December 15, 1975 for period 9/1/75 to 11/30/75		

Plus
IP 22

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PERSONNEL MANAGEMENT IMPROVEMENT PROJECT SUMMARY

Date _____

A. Basic Information

1. Grant Number _____
2. Project Title _____
3. Grantee _____
4. Total Project Cost \$ _____
5. IPA Share \$ _____
6. Project Period _____

B. Project Targets (check all that apply)

Improvements directed at:

1. Increasing overall management capability
2. Strengthening central personnel function
3. Furthering interjurisdictional services and cooperation

C. Project Data

1. Number of jurisdictions participating: _____
2. Type of jurisdictions participating:
 - a. State only
 - c. State and local
 - b. Local only
 - d. Other _____
3. Other Federal funding sources used:
 - a. no
 - b. yes
 If yes, specify program _____

4. Major Improvement Areas by project funds expended

Project Expenditures

- a. Classification and Pay
- b. Selection Improvement
- c. Recruiting and Placement (*other than selection improvement*)
- d. ADP, Information, and Record Systems
- e. Performance Evaluation and Productivity
- f. Equal Employment Opportunity
- g. Labor Relations
- h. Technical Assistance Services
- i. General Personnel System Improvement
- j. Occupational Health, Safety, and Employee Welfare
- k. Other (*specify*) _____

\$

%

Total

100%

5. Source of improvement project expertise:

- a. In House
- b. College/University \$ _____
- c. Public Interest Group \$ _____
- d. USCSC \$ _____
- e. Private Contractor \$ _____
- f. Other \$ _____

D. Project Results

1. Improvements developed or planned (*e.g., studies completed, recommendations made but not yet implemented*)
 - a. yes
 - b. no

If yes - concise description: _____

IP 22

2. Improvements Implemented (e.g., systems installed, procedures changed)

- a. yes b. no

If yes – concise description: _____

3. Benefits Identified (e.g., decreased turnover, lower absenteeism, and dollar savings)

- a. yes b. no

If yes – concise description: _____

4. Personnel Management Resource Commitment Resulting from IPA Grant

- a. Jurisdiction or organization has increased its own resources for personnel management—Annual amount, if known \$ _____
- b. Specific request has been made for increased resources.
- c. Not applicable to this project

E. Project Assessment

1. Project objectives accomplished

- a. completely b. satisfactorily c. partially d. inadequately

2. Is there further evaluation or evidence of project impact on jurisdiction's operation and performance – other than final reports by project director?

- a. yes b. no

Attach copies or summaries of such material

_____ Grants Manager
_____ IPPD Chief

INSTRUCTIONS

- A. Basic Information – e.g., 1. 72IA01; 2. Complete Study of State Classification Plan; 3. State of Iowa; 4. \$85,000; 5. \$51,000; 6. July 1, 1971 – June 30, 1972.
- B. Project Targets – Check primary target(s) of improvement project.
- C. Project Data – 1. List total number of jurisdictions participating in project; 2. Identify type of jurisdictions participating in project—specify if other than State or local general govts.; 3. e.g., 701, LEAA; 4. Estimate amount (\$ and %) of project funds spent in each improvement area, e.g., “selection improvement—\$15,000, 30%; performance evaluation and productivity—\$35,000, 70%”; 5. Identify source(s) of expertise used in project and contract amounts.
- D. Project Results – This section seeks to briefly identify project accomplishments in terms of improvements planned or implemented, benefits resulting, and resources increased. Use telegraphic language.
- E. Project Assessment – Check according to best estimate by grants manager and IPPD Chief.

CONTINUATION OF IOWA IPA PROJECT NO. 3

THE FURTHER RESEARCH DEVELOPMENT OF A
PAYROLL/PERSONNEL INFORMATION SYSTEM (PPIS)*

During this first year, IPA Project No. 3 was able to realize many of its first year objectives through the coalition of its efforts with a State Payroll Study Committee and the increasing awareness among managers and directors of the need for more rational and effective personnel planning and reporting in Iowa State Government. This increased interest has been due in part to the passage of legislation which impacts directly on the personnel management function.

The passage of an amendment to the Fair Labor and Standards Act and the Iowa Public Employment Relations Act (collective bargaining) have obvious implications. Additionally, growing concern in the areas of OSHA and EEO compliance has further heightened recognition of the need for statewide planning and reporting.

At the request of the State Comptroller, a study committee was formed to review the existing payroll system and make recommendations for the adoption of a statewide payroll and personnel information system. In essence, the goals and objectives of the study committee and the IPA project personnel were one and the same, and forces were combined to expedite the study requested by the Comptroller.

PAST ACCOMPLISHMENTS

The joint efforts have resulted in the following accomplishments:

- Completion of interviews with potential user agencies to identify current information systems, both manual and computerized being

*The original descriptive title has been amended and revised to reflect current terminology and usage, and provide ease of identification.

utilized.

- Identification of the commonalities of existing systems and those elements that were unique.

- Delineation of those data elements required for planning in the areas of collective bargaining, wage and hour administration, EEO and OSHA compliance.

- Preliminary investigation of the type of system desired for a statewide system, and description of some of the characteristics of that system.

- Establishment of a target date of January 1976 for the implementation of the PPIS.

- Solicitation for, and endorsement of, the concept of the statewide system by potential user agencies, the governor's office and the legislature.

- Expansion of the original concept of Merit System application to include five other systems*, and the addition of the payroll function as an integral part rather than an auxiliary system.

- Through the efforts of the study committee Chairman, and Director of Data Processing, the availability of expert assistance through the National Association of State Information Systems (NASIS) permitted a review of existing systems throughout the United States.

- Technical assistance and advice of the office of Intergovernmental Personnel Programs of the United State Civil Service Commission in St. Louis, made possible through IPA association with the project.

*Iowa Highway Commission
The University of Iowa
Iowa State University
University of Northern Iowa
State Centralized Payroll

Within this past year, the dynamics of the forces affecting the project have created a situation which requires rethinking on the part of all parties concerned. The scope of the project necessitates a division of labor, and it is from this perspective that the project will be continued, but in two phases or components, rather than the previous joint effort.

The further development of the technical hardware and software applications and considerations will be carried out by data processing personnel within the five major systems that are going to be combined. Input concerning the content of the system will be continued by the Merit Employment Department and members of the study group, in order to provide final completion of some aspects of the system such as training, certification, and pre-employment information.

However, it is recognized that the most sophisticated and technically elaborate PIS will be of little or no value if it is not effectively utilized. For any system to work, there must be continued and meaningful interaction between the users and the system.

The continuing IPA project staff within the Merit Employment Department will be directing its efforts toward a program which will attempt to define those factors which foster the meaningful interaction between user and system, and allow for maximum realization of the system's value as a management resource tool.

Before any user can be expected to utilize the system, the reliability of the system must be established. The Merit Employment Department will initially attempt to construct manually the type of reports that will be generated by the PPIS and validate automated results in comparison to the manual reports. Each report will also be reviewed to determine its value as an analytical management tool.

Additionally, judgements will be made as to what further data would have to be generated internally or externally to gain further quantitative or qualitative indices of output, performance, or effectiveness within a personnel program.

For comparative purposes, the subject of study will be the Iowa Merit System as a whole, and the Merit Employment Department as an operating agency within the System. This approach will provide several benefits that will accrue to the project immediately, and to the Merit System on a continuing basis. The summary of the reports and the methodology employed will have application to any local agency wishing to assess its own personnel operation, and by the construct of the method, will direct them to use the PPIS as a resource.

The personnel support for the continuation of this project will consist of a Personnel Analyst IV, Personnel Analyst III and Clerk Typist II within the Iowa Merit Employment Department.

ANTICIPATED ACCOMPLISHMENTS

Technical component to be carried out by Data Processing Personnel:

- Finalization of the Payroll/Personnel Information System technical component.
- Verification of PPIS reports and further tests.
- Revision and additions to the data elements of the PPIS.
- Documentation of the PPIS.

Management Component to be carried out by Merit Employment Department Staff:

- Table of reports to be generated by the PPIS.
- Table of non PPIS statistical reports.
- Test and documentation of veracity of reports - the signi-

ficance in terms of evaluative worth.

- Summary and report of findings as the result of a Merit System Profile.
- Development of a manual for individual agency assessment and evaluation.
- Publication of pamphlet explaining PPIS for:
 - A. User Groups
 - B. Employees
 - C. Other Jurisdictions

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier	
		2. Applicant's Application No.	
3. Federal Grantor Agency <u>U.S. Civil Service Commission</u> Organizational Unit <u>Intergovernmental Personnel Programs</u> Administrative Office <u>St. Louis Regional Office</u> Street Address - P.O. Box <u>1520 Market Street</u> City State Zip Code <u>St. Louis Missouri 63103</u>		4. Applicant Name <u>Iowa Merit System</u> Department Division <u>Merit Employment Department</u> Street Address - P.O. Box <u>Grimes State Office Building</u> City County <u>Des Moines Polk</u> State Zip Code <u>Iowa 50319</u>	
5. Descriptive Name of the Project : Continuation of Iowa IPA Project No. 3 - The Further Research & Development of a Payroll/Personnel Information System (PPIS)			
6. Federal Catalog No. 27.012		7. Federal Funding Requested \$ 30,150.00	
8. Grantee Type <u>XX</u> State, _____ County, _____ City, _____ Other (Specify)			
9. Type of Application or Request _____ New Grant, <u>XX</u> Continuation, _____ Supplement, _____ Other Changes (Specify)			
10. Type of Assistance <u>XX</u> Grant, _____ Loan, _____ Other (Specify)			
11. Population Directly Benefiting from the Project 2,800,000		13. Length of Project Twelve (12) Months	
12. Congressional District a. <u>Statewide</u> b. _____		14. Beginning Date December 1, 1974	
		15. Date of Application July 25, 1974	
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.			
Typed Name <u>Wallace L. Keating</u>		Title <u>Director, Iowa Merit System</u>	Telephone Number
Signature of Authorized Representative		Area Code <u>515</u>	Number <u>281-3351</u>
		Ext	
For Federal Use Only			
A. Application No. _____		B. Date Received _____	
C. Allocation of IPA Funds:		D. Activity Coverage:	
Formula _____ Discretionary _____ For State Needs _____ For Local Needs _____		Training <input type="checkbox"/> Fellowship <input type="checkbox"/> Personnel Administration <input type="checkbox"/>	

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PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3 Project #3	27.012			30,150	10,550	40,700
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B – BUDGET CATEGORIES

6. Object Class Categories	– Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3) Project #3	(4)	
a. Personnel	\$	\$	\$ 36,318.	\$	\$
b. Fringe Benefits			3,632.		
c. Travel			450.		
d. Equipment					
e. Supplies			200.		
f. Contractual					
g. Construction					
h. Other			100.		
i. Total Direct Charges			40,700.		
j. Indirect Charges			-		
k. TOTALS	\$	\$	\$ 40,700.	\$	\$
7. Program Income	\$	\$	\$ -	\$	\$

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SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10. Project #3	10,550.	-	-	10,550.
11.				
12. TOTALS	\$	\$	\$	\$

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 30,150.	\$ 7,537.50	\$ 7,537.50	\$ 7,537.50	\$ 7,537.50
14. Non-Federal	10,550.	2,637.50	2,637.50	2,637.50	2,637.50
15. TOTALS	\$ 40,700.	\$10,175.00	\$ 10,175.00	\$ 10,175.00	\$ 10,175.00

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	\$	\$	\$	\$
17.				
18. Project #3	40,000.00	-0-	-0-	-0-
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

- 21. Direct Charges: See Attachment
- 22. Indirect Charges:
- 23. Remarks:

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Direct Costs:

	<u>Federal</u>	<u>Non Federal</u>	<u>Total</u>
a. Personnel:			
Director (3 1/3%)	-0-	\$ 750.	\$ 750.
Personnel Analyst IV	\$11,700.	3,900	15,600.
Personnel Analyst III	10,116.	3,372.	13,488.
Clerk Typist II	4,860.	1,620.	6,480.
	<u>26,676.</u>	<u>9,642.</u>	<u>36,318.</u>
b. Fringe Benefits	2,724.	908.	3,632.
Total	<u>\$29,400.</u>	<u>\$10,550.</u>	<u>\$39,950.</u>
c. Travel	\$ 450.	-0-	\$ 450.
d. Equipment	-0-	-0-	-0-
e. Supplies	200.	-0-	-0-
f. Contractual	-0-	-0-	-0-
g. Construction	-0-	-0-	-0-
h. Other:			
Postage	100.	-0-	100.
Total Direct Costs	\$30,150.	\$10,550.	\$40,700.

PROJECTS

<u>Title</u>	<u>Director</u>	<u>Total Cost</u>	<u>IPA Funds</u>	<u>Begins</u>	<u>Ends</u>	<u>Total Time</u>	<u>Place</u>	<u>Monitoring Time Date(s)</u>	<u>Team Members</u>
3. Payroll/Personnel Information System	Wallace Keating	\$40,700	\$30,150	12/1/74	11/30/75	12 mos.	Des Moines	5/15/75 9/15/75	Tom Donahue

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Title	Director:	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
3. Payroll/ Personnel Information System	Wallace Keating.	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 1, 1975	Due March 1, 1975 <i>Plus IP 22 11</i>
		Due June 15, 1975 for period 3/1/75 to 5/31/75	Due June 15, 1975 for period 3/1/75 to 5/31/75		
		Due September 15, 1975 for period 6/1/75 to 8/31/75	Due September 15, 1975 for period 6/1/75 to 8/31/75		
		Due December 15, 1975 for period 9/1/75 to 11/30/75	Due December 15, 1975 for period 9/1/75 to 11/30/75		

A. Basic Information

- 1. Grant Number _____
- 2. Project Title _____
- 3. Grantee _____
- 4. Total Project Cost \$ _____
- 5. IPA Share \$ _____
- 6. Project Period _____

B. Project Targets (check all that apply)

Improvements directed at:

- 1. Increasing overall management capability
- 2. Strengthening central personnel function
- 3. Furthering interjurisdictional services and cooperation

C. Project Data

- 1. Number of jurisdictions participating: _____
- 2. Type of jurisdictions participating:
 - a. State only c. State and local
 - b. Local only d. Other _____
- 3. Other Federal funding sources used:
 - a. no b. yes
 - If yes, specify program _____

4. Major Improvement Areas by project funds expended

Project Expenditures

- a. Classification and Pay
- b. Selection Improvement
- c. Recruiting and Placement (*other than selection improvement*)
- d. ADP, Information, and Record Systems
- e. Performance Evaluation and Productivity
- f. Equal Employment Opportunity
- g. Labor Relations
- h. Technical Assistance Services
- i. General Personnel System Improvement
- j. Occupational Health, Safety, and Employee Welfare
- k. Other (*specify*) _____

\$

%

Total

100%

5. Source of improvement project expertise:

- a. In House
- b. College/University \$ _____
- c. Public Interest Group \$ _____
- d. USCSC \$ _____
- e. Private Contractor \$ _____
- f. Other \$ _____

D. Project Results

- 1. Improvements developed or planned (*e.g., studies completed, recommendations made but not yet implemented*)
 - a. yes b. no

If yes - concise description: _____

IP 22

2. Improvements Implemented (e.g., systems installed, procedures changed)

- a. yes b. no

If yes — concise description: _____

3. Benefits Identified (e.g., decreased turnover, lower absenteeism, and dollar savings)

- a. yes b. no

If yes — concise description: _____

4. Personnel Management Resource Commitment Resulting from IPA Grant

- a. Jurisdiction or organization has increased its own resources for personnel management—Annual amount, if known \$ _____
- b. Specific request has been made for increased resources.
- c. Not applicable to this project

E. Project Assessment

1. Project objectives accomplished

- a. completely b. satisfactorily c. partially d. inadequately

2. Is there further evaluation or evidence of project impact on jurisdiction's operation and performance — other than final reports by project director?

- a. yes b. no

Attach copies or summaries of such material

Grants Manager

IPPD Chief

INSTRUCTIONS

- A. Basic Information — e.g., 1. 72IA01; 2. Complete Study of State Classification Plan; 3. State of Iowa; 4. \$85,000; 5. \$51,000; 6. July 1, 1971 — June 30, 1972.
- B. Project Targets — Check primary target(s) of improvement project.
- C. Project Data — 1. List total number of jurisdictions participating in project; 2. Identify type of jurisdictions participating in project—specify if other than State or local general govts.; 3. e.g., 701, LEAA; 4. Estimate amount (\$ and %) of project funds spent in each improvement area, e.g., “selection improvement—\$15,000, 30%; performance evaluation and productivity—\$35,000, 70%”; 5. Identify source(s) of expertise used in project and contract amounts.
- D. Project Results — This section seeks to briefly identify project accomplishments in terms of improvements planned or implemented, benefits resulting, and resources increased. Use telegraphic language.
- E. Project Assessment — Check according to best estimate by grants manager and IPPD Chief.

CONTINUATION OF INTERGOVERNMENTAL PERSONNEL
ACT PROJECT 4 IN IOWA

DEVELOPMENT OF MANAGERS AND SUPERVISORS IN
IOWA STATE GOVERNMENT

Proposal to

IOWA MERIT EMPLOYMENT DEPARTMENT

Approved by:

Clayton Ringgenberg, Director
Institute of Public Affairs
Soc. Sec. #483-20-3272
Telephone: (329) 353-3270

University Authorizing Official:

7-24-74
Date

D. C. Spriestersbach
D. C. Spriestersbach
Vice President for Educational
Development and Research and
Dean of the Graduate College
Telephone: (319) 353-3350

University of Iowa
Iowa City, Iowa 52242

APPLICATION
CONTINUATION OF INTERGOVERNMENTAL PERSONNEL
ACT PROJECT 4 IN IOWA
DEVELOPMENT OF MANAGERS AND SUPERVISORS IN
IOWA STATE GOVERNMENT

1975 Project Year: December 1, 1974 to November 30, 1975

Introduction

This project has been given a high priority in the Iowa Intergovernmental Personnel Act Plan. There is a need not only to provide more and better training and development opportunities for state government managers and supervisors, but also there is a need to build a broad base of interest and support for employee development at all levels of state government which must come chiefly from these same managers and supervisors.

This application is being written after one year and nine months' experience with what is scheduled to be a three to five-year project aimed at accomplishing the goals set forth below, and ultimately resulting in a continuing system of management and supervisory development in Iowa state government.

This application contains (a) listing of the goals of the continuing project as now perceived, (b) a brief review of the accomplishments of the project thus far, and (c) a listing of the objectives and projects anticipated for the 1975 project year.

Goals

To achieve the purposes of this project, the following goals have been set:

1. Top level policy and administrative support of an overall approach to employee development and training by the Governor, Legislature, and department heads.
2. A statewide executive training and development program to familiarize top and mid-managers with such concepts as team building, organizational development, and management by objectives.
3. A supervisory development program aimed at making state government supervisors more aware of their role as developers of subordinates' potential, better job performers, and more effective work group leaders.
4. A systematic approach for diagnosing individual employee personal development needs and for providing work experiences and learning opportunities to meet those needs.
5. A central state agency capability for providing assistance to state departments to help them plan and carry out their training and development programs and to arrange interdepartmental training.
6. A significant increase in in-house capability of state government to provide training, particularly management and supervisory training through the state universities.

Accomplishments

Progress has been made in each of these sub-goal areas, with major accomplishments thus far primarily in areas "1" and "3". The highlights are:

1. Top Support. Governor Ray's support for an overall approach, his appointment of a 12-member Policy Committee on Employee Training and Development, the Governor's Policy Statement on Employee Training and Development, and meetings with department heads and personnel and training officers (top personnel staff), individually and in groups, to gain their active support.

2. Executive Development. Two workshops of the Governor and his department heads (the first of this kind in Iowa history) pointing toward increased development of managers; the initiation of inter-governmental task force groups on budgeting, personnel, and collective bargaining aimed at problem solving and team building; and a survey of 300 top managers by the Policy Committee, with the assistance of the U.S. Civil Service Commission and the Institute of Public Affairs, to help determine immediate management training needs and to provide the basis for a long-range plan of management development.

3. Supervisory Development. More than 1,100 state government supervisors will have participated in one of the two basic supervisory courses (Building Team Effectiveness or Functions of Supervision) by the end of this second project year. Enrollments were 530 for the first year and will probably exceed 600 this year. --During this second year, modules of training have been selected and developed to offer as follow-up supervisory training to the basic courses. The Institute of Public Affairs is offering workshops in the following topical areas this year: Time Management, Communications, Performance Standard and Appraisal, and Management by Objectives.

4. Employee Development. The Institute is assisting the State Revenue Department in setting up an Employee Development Program in one of its divisions. This is a pilot effort which can be used as a guide by other state departments.

5. Central State Agency. The Institute is taking the major responsibility for working with state agencies until the time when a state department in Des Moines is given the responsibility and staff for coordinating the state training and development function. In his policy statement, the Governor asked the Institute to help provide management and supervisory training and to provide consultation assistance to departments in working toward the goals outlined in the statement. The Governor asked the State Merit Employment Department to be a clearinghouse of information regarding training, and that department has also coordinated several interdepartmental training programs.

6. In-House Trainers. The Institute has been able to build its in-house capability to teach managers and supervisors in state government and has provided "training the trainer" training for selected supervisors in the Revenue Department.

Objectives and Projects this Grant Year

From December 1, 1974 through November 30, 1975, the Institute will provide a staff function to the Governor's Policy Committee in working with state departments to carry out the goals of the Governor's Policy Statement on Employee Development. The Institute, under this grant project, will

continue its major emphasis on management and supervisory training and development. The following objectives and projects are now anticipated.

Top Support

1. Institute advise state departments, on request, concerning their training policies and plans.

2. Institute assist Governor's Policy Committee in reviewing departmental training statements (their policies and plans) and in making recommendations to the Governor for improving the state's over-all approach to employee training and development.

3. Institute assist the Policy Committee in considering the establishment of a "Managerial Development Center for the Public Service in Iowa."

4. Assist departments with organizational development and team building activities.

Executive Development

1. Assist the Policy Committee in implementing programs which are stimulated by recommendations in the USCSC report of the Survey of Managers.

2. Top managers in state government individually establish a personal management development goal for the current fiscal year.

3. Institute arrange or conduct an executive development seminar or workshop for the Governor and his major department heads.

4. Institute prepare with the Governor's Policy Committee a long-range plan for management development at the upper levels of management in state government.

5. Institute assist task forces of top managers working on issues of interdepartmental concern.

Supervisory Development

1. Institute provide two basic courses for supervisors (Functions of Supervision and Building Team Effectiveness) as needed throughout 1975. The courses will be available either interdepartmentally or, upon request, for an individual department. Estimated enrollments are 200 to 300 total for the two courses.

2. Institute provide advanced training (a) for supervisors who have had the basic courses and (b) for mid-level managers. These training modules will be on such topics as Management by Objectives, Performance Standards and Performance Appraisal, Management of Manager's Time, The Supervisor as a Trainer, Communications Skills, The Psychology of Supervision, and Work Simplification. As with the basic courses, the modules will be available either inter-departmentally or, upon request, for an individual department. --On both the basic courses and the advanced training workshops, the Institute will be responsible for the promotion, administration, instruction, and evaluation of the training.

Employee Development. The Institute will be available to state departments requesting assistance with the preparation

of an employee career development program. The goal will be to have at least one department adopt such a program during the project year.

Central State Agency. The Institute will continue to

1. Facilitate and provide interdepartmental kinds of training until a central state agency has the responsibility for coordinating such training.

2. Advise and assist state departments with the development of training policies and plans in accordance with the Governor's request.

3. Work with state officials to have responsibility designated and centralized for coordination of training and development in state government.

In-House Trainers. The Institute will continue to build its own capabilities for providing training to state departments, will continue to encourage departments to train trainers (particularly their supervisory personnel), and will cooperate with the policy committee and state departments in training trainers for any training effort requiring large numbers of employees to be trained.

Coordination with Merit Employment Department

1. We will continue to coordinate efforts with Merit Employment Department as they work to develop the content for a Payroll/Personnel Information System so that training-related information can be a part of such a system.

2. We will continue to seek their assistance in several aspects of our program such as training promotion and course material distribution.

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier	
		2. Applicant's Application No.	
3. Federal Grantor Agency U.S. Civil Service Commission Organizational Unit Programs Intergovernmental Personnel Administrative Office St. Louis Regional Office Street Address - P.O. Box 1520 Market Street City State Zip Code St. Louis, Missouri 63103		4. Applicant Name The University of Iowa Department Division Institute of Public Affairs Street Address - P.O. Box 507 North Clinton City County Iowa City Johnson State Zip Code Iowa 52242	
5. Descriptive Name of the Project Development of Managers and Supervisors in Ia. State Government			
6. Federal Catalog No. 27.012		7. Federal Funding Requested \$ 40,074	
8. Grantee Type <input checked="" type="checkbox"/> State, _____ County, _____ City, _____ Other (Specify)			
9. Type of Application or Request _____ New Grant, <input checked="" type="checkbox"/> Continuation, _____ Supplement, _____ Other Changes (Specify)			
10. Type of Assistance <input checked="" type="checkbox"/> Grant, _____ Loan, _____ Other (Specify)			
11. Population Directly Benefiting from the Project State of Iowa 2,800,000		13. Length of Project 12 months	
12. Congressional District a. State of Iowa b.		14. Beginning Date December 1, 1974	
		15. Date of Application September 20, 1974	
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.			
Typed Name Clayton L. Ringgenberg		Title Director, Institute of Public Affairs	Telephone Number Area Code Number Ext 319 353-3270
Signature of Authorized Representative			
For Federal Use Only			
A. Application No. _____		B. Date Received _____	
C. Allocation of IPA Funds: Formula Discretionary		D. Activity Coverage: Training <input type="checkbox"/>	
For State Needs		Fellowship <input type="checkbox"/>	
For Local Needs		Personnel Administration <input type="checkbox"/>	

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Iowa IPA PROJECT "4"		\$	\$ -0-	\$ 40,074	\$ 20,885	\$ 60,959
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 23,216	\$	\$	\$	\$
b. Fringe Benefits	3,482				
c. Travel	4,000				
d. Equipment	500				
e. Supplies	2,000				
f. Contractual	19,700	(See attached budget for further explanation)			
g. Construction	-0-				
h. Other (Telephone)	400				
i. Total Direct Charges	\$53,298				
j. Indirect Charges	7,661				
k. TOTALS	\$ 60,959	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

(See bottom of attached budget for explanation)

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Project 4	\$ 15,885	\$ 5,000	\$ -	\$ 20,885
9.				
10.				
11.				
12. TOTALS	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 40,074	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,074
14. Non-Federal	20,885	5,000	5,000	5,000	5,885
15. TOTALS	\$ 60,959	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,959

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	1976	FUTURE FUNDING PERIODS (YEARS)		
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Project 4	\$ 30,000	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges See the attached budget
22. Indirect Charges. 33% of Salaries
23. Remarks

PART IV PROGRAM NARRATIVE (Attach per instruction)

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PROPOSED BUDGET JUSTIFICATION FOR INTERGOVERNMENTAL PERSONNEL ACT PROJECT
 Development of Managers and Supervisors in Iowa State Government
 December 1, 1974 - November 30, 1975

	<u>Federal</u>	<u>Non-Federal</u>	<u>Total</u>
DIRECT COSTS			
a. Personnel			
Director (2 months)		\$ 3,666	\$ 3,666
Program Associate (6 months)	\$ 7,400		7,400
Cavitt (4 months)		4,933	4,933
Ettleson (4 months)	2,133	2,134	4,267
Secretary (5 months)	2,950		2,950
Total Salaries	<u>\$12,483</u>	<u>\$10,733</u>	<u>\$23,216</u>
b. Fringe Benefits (15%)	\$ 1,872	\$ 1,610	\$ 3,482
c. Travel	\$ 4,000	-0-	\$ 4,000
d. Equipment (for teaching courses)	\$ 500	-0-	\$ 500
e. Supplies (in connection with teaching courses and administering program)	\$ 2,000	-0-	\$ 2,000
f. Contractual and Consultants			
Course instructors	\$ 5,000	-0-	\$ 5,000
Space for courses	2,500	-0-	2,500
Course materials (for two basic supervisory courses)		\$ 2,000*	2,000*
Course materials (for modular courses for supervisors)	2,200	3,000*	5,200
Advanced management courses (for mid-managers)	2,000		2,000
Executive seminar for Governor and department heads	3,000		3,000
g. Construction	-0-		-0-
h. Other Direct Costs			
Telephone	\$ 400		\$ 400
TOTAL DIRECT COSTS	\$35,955	\$17,343	\$53,298
Indirect Costs (33% of Salaries)**	\$ 4,119	\$ 3,542	\$ 7,661
	<u>\$40,074</u>	<u>\$20,885</u>	<u>\$60,959</u>

*To be paid from tuitions from the 1973-74 project year, plus tuitions charged for the project year for course materials

**The University's indirect costs on this grant are based on a federally audited rate of 33.0% for off-campus training on salaries and wages. The University will, however, accept the donor's written policy concerning the inclusion of indirect costs in its awards.

JAN 26 1972

Mr. D. R. Brcka
Controller and Secretary
The University of Iowa
Iowa City, Iowa 52240

Dear Mr. Brcka:

The original and one copy of a Negotiation Agreement are enclosed. This document reflects the understanding on indirect cost rates reached between your institution and the Federal Government pursuant to the telephone conversations on December 15 and 16, 1971.

Please sign the original of the agreement and return it to me, retaining the copy for your files. Upon receipt of the signed original we will reproduce and distribute the agreement to the various awarding agencies of the department, and to other federal departments and agencies affected by the rates.

Since the agreement does not become effective until signed by a duly authorized representative of your institution, please give this matter your immediate attention.

During our conversations two points were discussed and agreed to relevant to cost sharing. The acceptability of the negotiated indirect cost rates are therefore based on that understanding:

1. Future cost sharing will be recorded in the official accounting records and will be supported by appropriate documentation. This new procedure will be developed and implemented as soon as possible but no later than July 1, 1972.
2. The determination of an indirect cost rate must take cost shared salaries and wages into consideration. If the University elects to exclude these salaries from the research base, it must correspondingly eliminate the indirect costs generated by those salaries from the indirect cost pools.

The foregoing conditions are an integral part of the Negotiation Agreement. Consequently, two extra copies of this letter are enclosed. Please sign the second copy of this transmittal and return it with the signed copy of the Negotiation Agreement.

Your indirect cost proposal for your fiscal year ending June 30, 1972 complete with supporting financial statements, will be due in this office not later than December 31, 1972.

Sincerely yours,

Donald V. Greene

Donald V. Greene
Chief, College and University Branch
Division of Cost Policy and Negotiation
Office of Grant Administration Policy

Enclosures:

ACCEPTANCE:

Institution St. Vincent's of Iowa

BY L. A. Beck
Name

Controller and Secretary
Title

Jan 31, 1972
Date

OBJECT: Indirect cost rate(s) for use on grants and contracts with the Federal Government.

EXHIBIT I: RATES

<u>Effective Period</u>		<u>Rate(a)</u>	<u>Locations</u>	<u>Applicable</u>
<u>From</u>	<u>To</u>			<u>To</u>
1/1/70	12/31/70	57.30%	On Campus	(d)
1/1/70	12/31/70	43.96%	Off Campus(b)	(d)
1/1/70	12/31/70	38.53%	Off Campus(c)	(d)
1/1/70	12/31/70	71.80%	On Campus	(e)
1/1/71	6/30/71	59.00%	On Campus	(d)
1/1/71	6/30/71	45.21%	Off Campus(b)	(d)
1/1/71	6/30/71	40.14%	Off Campus(c)	(d)
1/1/71	6/30/71	69.41%	On Campus	(e)
1/1/71	6/30/71	51.90%	Off Campus(b)	(e)
1/1/71	6/30/71	32.20%	Off Campus(c)	(e)
7/1/71	6/30/72	59.00%	On Campus	(d)
7/1/71	6/30/72	45.21%	Off Campus(b)	(d)
7/1/71	6/30/72	40.14%	Off Campus(c)	(d)
7/1/71	6/30/72	69.41%	On Campus	(e)
7/1/71	6/30/72	51.90%	Off Campus(b)	(e)
7/1/71	6/30/72	32.20%	Off Campus(c)	(e)
7/1/72	6/30/74	57.55%	On Campus	(d)
7/1/72	6/30/74	41.55%	Off Campus(b)	(d)
7/1/72	6/30/74	36.69%	Off Campus(c)	(d)
7/1/72	6/30/74	66.72%	On Campus	(e)
7/1/72	6/30/74	49.99%	Off Campus(b)	(e)
7/1/72	6/30/74	33.00%	Off Campus(c)	(e)
7/1/74	Until Amended	Use rates, etc. cited for the period ending 6/30/74.		

Base: Direct salaries and wages including vacation, holiday and sick leave pay, but excluding other fringe benefits.

In Iowa City

Outside Iowa City

Research, Regional Medical Program and General Clinical Research Center.

Instruction and Training. See Special Remarks, Note 1.

Amount of fringe benefits: Fringe benefits applicable to direct salaries and wages created as direct costs.

White

NEGOTIATION AGREEMENT
A-88 NEGOTIATION

SECTION II: General

- A. LIMITATIONS:** Use of the rate(s) contained in this agreement is subject to any applicable statutory or administrative limitations. Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, and (3) that similar types of costs have been accorded consistent treatment.
- B. ACCOUNTING CHANGES:** If a predetermined rate(s) is contained in this agreement it is based on the accounting system in effect at the time the proposal was negotiated. Changes to the method of accounting include but are not limited to changes in charging a particular type of costs from indirect to direct. Any such changes require the prior approval of the authorized representative of the cognizant negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.
- C. USE BY OTHER FEDERAL AGENCIES:** The rates contained herein were negotiated in accordance with the authority set forth in OMB Circular A-88 and should be applied, to the extent provided in such Circular, to grants and contracts to which OMB Circular A-21 applies, subject to any limitations in A above. Copies of this document may be provided by your Institution to the other Federal Agencies having grants and contracts using those rates as a means of providing them with early notification of the agreement contained herein.

SPECIAL REMARKS: 1. The indirect cost rates for Instruction are applicable to the total instructional activities of the University as a whole including Educational Service Agreements. This is not in consonance with Attachment B of OMB Circular A21, however, these rates may be used at the option of the awarding agencies for funding their programs. The University has agreed that future proposals will be in accord with OMB Circular A21 Attachment B.

2. **FIXED RATES:** If a fixed rate is contained in this agreement, the difference between amounts reimbursed using the fixed rate cited above and the amount which would have been reimbursed had the actual rate for the period involved been known will be compensated for in a Subsequent negotiation.

3. For DHEW Awards only: Indirect cost reimbursement on all DHEW awards made subsequent to June 30, 1971 will be determined based upon the indirect cost rates established for the fiscal period in which the applicable direct expenditures are incurred (Alternative 3). For grants awarded prior to 7/1/71 the Institution elected rate alternative number 1.

By the Cognizant Negotiation Agency on
Behalf of the Federal Government.

[Signature]
Name
[Signature]
Title
DHEW
Agency
Date 1/25/72
Negotiated by Bruce Feldman
Telephone (202) 755-7623

ACCEPTANCE:

Institution The University of Iowa
Name L. A. Beck
Title Controller and Secretary
Date Jan 31, 1972

PROJECTS

Title	Director	Total Cost	IPA Funds	Begins	Ends	Total Time	Place	Monitoring Time Date(s)	Team Members
4. Development of Managers and Supervisors in Iowa State Government	Clayton Ringgenberg	\$60,959	\$40,074	12/1/74	11/30/75	12 mos.	Iowa City	5/15/75 9/15/75	Tom Donahue



Title	Director	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
Development Managers and Supervisors in Iowa State Government	Clayton Ringgenberg	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 1, 1975	Due March 1, 1975
		Due June 15, 1975 for period 3/1/75 to 5/31/75	Due June 15, 1975 for period 3/1/75 to 5/31/75		+ IP21
		Due September 15, 1975 for period 6/1/75 to 8/31/75	Due September 15, 1975 for period 6/1/75 to 8/31/75		
		Due December 15, 1975 for period 9/1/75 to 11/30/75	Due December 15, 1975 for period 9/1/75 to 11/30/75		

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A. Basic Information

1. Grant Number _____
2. Project Title _____
3. Grantee _____
4. Total Project Cost \$ _____
5. IPA Share \$ _____
6. Project Period _____

B. Project Features (check all that apply)

1. Conduct training course
2. Develop training course material
3. Training support (*needs survey, resource identification, clearing-house*)
4. Government Service Fellowship

C. Training Data

1. Number of Participants/Subject Matter

Predominant Subject Matter	Number of Participants				
	Executive Branch		Legislative	Judicial	Total
	State	Local			
a. Mgmt-Exec Development					
b. Supervisory					
c. Personnel Management					
d. Financial Management					
e. Labor Relations					
f. EEO					
g. Other:					
h. TOTAL					

3. No. of jurisdictions Participating _____

4. Source of training and amount of contract:

- a. in house
- b. college/university
\$ _____
- c. public interest group
\$ _____
- d. USCSC
\$ _____
- e. private contractor
\$ _____
- f. other
\$ _____

5. Total man hours of training conducted _____

6. Percent of training conducted on official time _____

7. Other Federal funding sources used:

- a. no
- b. yes _____
(specify program)

2. Minority and Women's Participation

a. Minority					
b. Women					

D. Training System Improvements

1. Training Needs Survey:
 - a. completed
 - b. to be conducted on regular basis
2. Training policy:
 - a. adopted
 - b. significantly changed
 - c. developed (*adoption pending*)
3. Training organization or positions:
 - a. established for first time
 - b. strengthened
 - c. proposed to establish or strengthen (*implementation pending*)
4. Training Material
 - a. developed
 - b. includes material for future in-house course presentation

E. Training Resource Commitment Resulting from IPA Grant

1. Jurisdiction or organization has increased its own resources for training – Annual amount, if known \$ _____
2. Specific request has been made for increased resources.
3. Request for increased resources made but denied.
4. No plans or efforts to obtain additional resources.

F. Project Assessment

1. Project objectives accomplished: a. completely b. partially
c. satisfactorily d. inadequately
2. Evaluation of training by participants: a. yes b. no
If yes, consensus rating: a. excellent b. good c. fair d. poor
3. Is there further evaluation or evidence of training impact on jurisdiction's operation and performance – other than final reports by project director?
a. yes b. no

(Attach copies or summaries of such material)

_____ Grants Manager

_____ IPPD Chief

INSTRUCTIONS

- A. Basic Information – e.g., 1. 72IA01; 2. Train local government managers; 3. State of Iowa; 4. \$85,000; 5. \$51,000; 6. July 1, 1971 – June 30, 1972.
- B. Project Features – Check each feature contained in the project.
- C. Training Data – 1. List number of employees trained according to predominant subject matter and their branch of government (*break out Executive branch according to State-local*). 2. List number of minorities and women trained according to their branch of government. 3. Total number of jurisdictions participating in any project feature. 4. List only prime or first-level contractors. 5. Total man hours of classroom training (*length of each session X number of participants*) for the whole project – estimate it necessary. 6. Best estimate for project as a whole. 7. e.g. LEAA, 701, etc.
- D. Training System Improvements – Check as applicable.
- E. Training Resource Commitment – Check as applicable.
- F. Project Assessment – Check according to best estimate by Grants Manager and IPPD Chief.

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PROJECT NARRATIVE STATEMENT

1. DESCRIPTIVE TITLE OF PROJECT.

Labor Relations Personnel Training Program

2. PRIORITY RANKING OF PROJECT.

The Iowa State Plan for implementation of the Intergovernmental Personnel Act of 1970 (adopted November, 1971) places highest priority on projects which: (1) are intergovernmental in nature; (2) are designed to upgrade the skills of local policy making and administrative officials; and (3) will provide continuing and long-range benefits. This project is (1) designed to involve and serve all 956 cities and towns and the 99 counties in the state (subject to practical limits and resources available); (2) will be directed to policy making officials and; (3) will result in the development and training in the use of labor relations concepts and practices which will be of lasting value.

3. PROJECT DIRECTOR.

Robert E. Josten, Executive Director, League of Iowa Municipalities, 444 Insurance Exchange Building, Des Moines, Iowa 50309. Telephone (515) 288-2119.

4. NEED FOR PROJECT.

The passage of the Iowa Public Employment Relations Act (collective bargaining) has obvious implications to locally elected officials in cities, towns and counties. This legislation impacts directly on the personnel management function and has heightened recognition of the need for state-wide training and assistance.

There are only a handful of cities and counties that are of a size that enable them to recruit and retain adequately trained and experienced professionals in labor relations and personnel training.

If sound collective bargaining policies at the local level are not implemented at the outset, the entire personnel management system found at that level could be impaired. The collective bargaining process is so multi-faceted and so interrelated with all the personnel policies of a jurisdiction that it cannot be approached in isolation from other aspects of an ongoing personnel system, particularly with labor intensive organizations such as local governments. Classification, selection, promotional and training policies, as well as compensation policies, can be affected by the results of the collective bargaining process. This underscores the importance of establishing a sound basis at the outset.

Employee organizations have demonstrated through their national, state and local organizations that they are well-equipped and possess considerably more expertise and professionalism at the bargaining table than is the case with local governmental officials. Many of these organizations, for example, conduct training programs for employee representatives to improve their skills in bargaining, as well as providing other types of assistance.

The ultimate goal of this project must be to develop the capability of these governmental units to negotiate and administer collective bargaining agreements with a reasonable degree of efficiency and success.

While there will be a number of informational courses available prior to July 1, 1975, there will be few, if any, programs designed to provide on-site consultation and training in the mechanics of labor relations.

Consultation by the Executive Director of the League of Iowa Municipalities with the cities and towns in Iowa indicated the greatest need related to IPA was in the area of labor relations training and consultation. County governments, of which there are ninety-nine, have a similar, if not more pressing, need for the same service.

Although a very few of the major cities have engaged in "meet and confer" bargaining, very few of Iowa's local units of government have engaged in anything resembling true collective bargaining. In order to bargain effectively, local governments will need all the assistance and expertise they can get on labor-management matters, and to be effective it must be offered on a continuing basis.

5. RESULTS AND BENEFITS EXPECTED.

This project will provide the most economical and effective way for local governments to strengthen their personnel-labor relations functions by providing the services of professionals in their fields and a local reference source to such functions.

It is anticipated that through a fully coordinated program encompassing the League of Iowa Municipalities, the Iowa State Association of Counties, the Universities, and the State Division of Municipal Affairs the following will be accomplished:

- (1.) A substantial number of municipal and county attorneys will have been trained in the mechanics of labor relations.
- (2.) An economical consulting system will have been developed for future use by elected and appointed officials in cities, towns and counties.
- (3.) Increased awareness of the mutual concerns of various local employers in their respective areas.
- (4.) Improved consistency of contract language, terms, and provisions as well as compensation and other personnel policies among local government employers.
- (5.) Improved "professionalism" of managerial teams at the bargaining table and, as a result, increased respect by employee organizations for the collective bargaining process.

- (6.) Increased the opportunity for meaningful training in the collective bargaining process.
- (7.) Result in economies by elimination of the need by individual jurisdictions to hire full-time personnel or professional labor relations consultants.
- (8.) Greater access to information and resource materials relating to specific collective bargaining concerns.
- (9.) Improved capability of keeping up-to-date on relevant developments in the labor relations field.
- (10.) The public interest will be served by strengthening employer representation in the collective bargaining process.
- (11.) A potential reservoir of personnel for mediators will have been developed.

6. APPROACH AND TIMETABLE.

The majority of cities and towns do not have full-time elected officials, which precludes, to a certain degree, using either Mayors and/or councilmen as a target audience for workshops in labor relations. In order to insure the greatest participation, we have chosen as our target audience both municipal and county attorneys, who in the case of smaller counties and municipalities are the legal spokesmen and counselors for those governmental units.

Initially, we plan to focus attention on organizing a series of meetings, consisting of 30 or 40 attorney's in five or six regions of the state as a way of bringing together those representatives of municipal and county government, namely the attorneys, within each geographic area that will be responsible, in a majority of cases, for the conduct of labor relations in their respective governments. At these sessions common problems will be discussed and experiences exchanged. Such a setting will

provide the professional consultant an opportunity to lead these discussions, to give advice and assistance and to acquaint them with current relevant data in labor relations.

The skill level of the participants in labor relations will in large measure determine the agenda of each meeting. While the consultant will have fixed objectives, based on assessment of current needs, we are really seeking to improve the skills of local people through a program of technical assistance. Among other considerations, the consultant will develop resource material applicable to labor problems in a given region, analyze proposed contract language, and assist a county or municipality in preparing for arbitration and grievance processing. At the same time, the consultant will also serve as a catalyst to facilitate the exchange of information and cooperation among the participating local units of government.

Throughout the entire project year, the labor relations consultant will provide continuing informational services in regard to problem areas and assist local units of government on an individual basis of need.

This consultant will hold additional regional meetings addressing specific areas of concern and continue development of resource material and informational programs.

We have initiated preliminary recruitment efforts. Workshop sessions are being developed and preliminary field contacts to our target audience are about to begin. The project should be fully operational and ready to handle the first workshop within 30 days after final approval.

7. PROJECT EVALUATION.

Evaluation of this project will be undertaken on a continuing basis by the League Board of Directors and the Executive Board of the Iowa State Association of Counties.

Objective criteria to assist in evaluation may consist of workshop format, type and number of personnel trained and informational pieces developed.

Because of the anticipated objectives of this program that are evaluative unto themselves, specific means of evaluating them cannot be determined at this time, but will lend themselves to assessment once results are gained later in the project.

Additional subjective evaluation may be secured from local officials, state agencies and other involved through questionnaires and interviews, and a comparison of participants to non-participants in the program could be measured in the subsequent bargaining process.

DIRECT COSTS

a. Personnel:	<u>Federal</u>	<u>Non-Fed.</u>	<u>Total</u>
Deputy Director (LIM) (5% of time)	\$ -0-	\$ 770.	\$ 770.
Consultants	12,030.	-0-	12,030.
Director (ISAC) (5% of time)	-0-	1,000.	1,000.
	<hr/>	<hr/>	<hr/>
	\$12,030.	\$1,770.	\$13,800.
b. Fringe	1,520.	280.	1,800.
c. Travel	1,500.	1,000.	2,500.
d. Equipment	300.	100.	400.
e. Supplies	250.	250.	500.
f. Contractual	2,000.	-0-	2,000.
g. Construction	-0-	-0-	-0-
h. Other:			
Postage	400.	-0-	400.
Telephone	-0-	-0-	-0-
Tuition & Charges	-0-	2,600.	2,600.
	<hr/>	<hr/>	<hr/>
Total Direct Costs	\$18,000.	\$6,000.	\$24,000.

**APPLICATION FOR FEDERAL ASSISTANCE
(NONCONSTRUCTION PROGRAMS)
PART I**

1. State Clearinghouse Identifier

2. Applicant's Application No.

3. Federal Grantor Agency

U.S. Civil Service Commission

Organizational Unit

Intergovernmental Personnel Programs

Administrative Office

St. Louis Regional Office

Street Address - P.O. Box

1520 Market Street

City State Zip Code

St. Louis Missouri 63103

4. Applicant Name

League of Iowa Municipalities

Department Division

Street Address - P.O. Box

444 Insurance Exchange Building

City County

Des Moines Polk

State Zip Code

Iowa 50309

5. Descriptive Name of the Project

Labor Relations Personnel Training Program

6. Federal Catalog No.

27.012

7. Federal Funding Requested

\$ 18,000.00

8. Grantee Type

State, County, City, Other (Specify)

9. Type of Application or Request

New Grant, Continuation, Supplement, Other Changes (Specify)

10. Type of Assistance

Grant, Loan, Other (Specify)

11. Population Directly Benefiting from the Project

2,800,000

13. Length of Project

Twelve (12) Months

12. Congressional District

a. **Statewide**

b.

14. Beginning Date

December 1, 1974

15. Date of Application

September 26, 1974

16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.

Typed Name

Robert E. Josten

Title

Executive Director

Telephone Number

Area Code Number Ext

515 288-2119

Signature of Authorized Representative

Robert E. Josten

For Federal Use Only

A. Application No. _____

B. Date Received _____

C. Allocation of IPA Funds: Formula Discretionary

For State Needs		
For Local Needs		

D. Activity Coverage: Training

Fellowship

Personnel Administration

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	27,012	\$	\$	\$ 18,000.00	\$ 6,000.00	\$ 24,000.00
2.						
3.						
4.						
5. TOTALS		\$	\$	\$ 18,000.00	\$ 6,000.00	\$ 24,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 13,800.00	\$	\$	\$	\$
b. Fringe Benefits	1,800.00				
c. Travel	2,500.00				
d. Equipment	400.00				
e. Supplies	500.00				
f. Contractual	2,000.00				
g. Construction					
h. Other	3,000.00				
i. Total Direct Charges	24,000.00				
j. Indirect Charges					
k. TOTALS	\$ 24,000.00	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Labor Relations Personnel Training Prog.	\$ 6,000.00	\$	\$	\$ 6,000.00
9.				
10.				
11.				
12. TOTALS	\$ 6,000.00	\$	\$	\$ 6,000.00

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 18,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
14. Non-Federal	6,000.00	1,500.00	1,500.00	1,500.00	1,500.00
15. TOTALS	\$ 24,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Labor Relations Personnel Training Prog.	\$ 18,000.00	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$ 18,000.00	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION*(Attach additional sheets if necessary)*

21. Direct Charges: See Attached

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

PROJECTS

Title	Director	Total Cost	IPA Funds	Begins	Ends	Total Time	Place	Monitoring Time Date(s)	Team Members
. Labor Relations ersonnel Training rogram	Robert Josten	\$24,000	\$18,000	12/1/74	11/30/75	12 mos.	Des Moines	1/15/75 6/15/75 9/15/75	Tom Donahue Federal LMR Representative

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Title	Director	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
6. Labor Relations Personnel Training Program	Robert Josten	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 1, 1975	Due March 1, 1975 x IP 21
		Due June 15, 1975 for period 3/1/75 to 5/31/75	Due June 15, 1975 for period 3/1/75 to 5/31/75		
		Due September 15, 1975 for period 6/1/75 to 8/31/75	Due September 15, 1975 for period 6/1/75 to 8/31/75		
		Due December 15, 1975 for period 9/1/75 to 11/30/75	Due December 15, 1975 for period 9/1/75 to 11/30/75		

A. Basic Information

1. Grant Number _____
2. Project Title _____
3. Grantee _____
4. Total Project Cost \$ _____
5. IPA Share \$ _____
6. Project Period _____

B. Project Features (check all that apply)

1. Conduct training course
2. Develop training course material
3. Training support (*needs survey, resource identification, clearing-house*)
4. Government Service Fellowship

C. Training Data

1. Number of Participants/Subject Matter

Predominant Subject Matter	Number of Participants				
	Executive Branch		Legislative	Judicial	Total
	State	Local			
a. Mgmt-Exec Development					
b. Supervisory					
c. Personnel Management					
d. Financial Management					
e. Labor Relations					
f. EEO					
g. Other:					
h. TOTAL					

3. No. of jurisdictions Participating _____

4. Source of training and amount of contract:

- a. in house
- b. college/university \$ _____
- c. public interest group \$ _____
- d. USCSC \$ _____
- e. private contractor \$ _____
- f. other \$ _____

5. Total man hours of training conducted _____

6. Percent of training conducted on official time _____

7. Other Federal funding sources used:

- a. no
- b. yes _____
(specify program)

2. Minority and Women's Participation

a. Minority					
b. Women					

D. Training System Improvements

1. Training Needs Survey:
 - a. completed
 - b. to be conducted on regular basis
2. Training policy:
 - a. adopted
 - b. significantly changed
 - c. developed (*adoption pending*)
3. Training organization or positions:
 - a. established for first time
 - b. strengthened
 - c. proposed to establish or strengthen (*implementation pending*)
4. Training Material
 - a. developed
 - b. includes material for future in-house course presentation

INTERGOVERNMENTAL PERSONNEL ACT GRANT APPLICATION

PROJECT NARRATIVE STATEMENT

Descriptive Title of Project

Executive Development Seminars and Workshops for Top Managers
in Iowa State Government.

Priority Ranking

Top management development is a high priority item in the Iowa Plan for carrying out the purposes of the Intergovernmental Personnel Act. The plan calls for interdepartmental training for managers in state government and for top management support for employee training and development.

Governor Ray, in his June, 1974, Policy Statement on Training and Development for State Employees, asked each department head to "set a personal management development goal for yourself and your top subordinates to be achieved this year (1974-75 fiscal year)." This IPA project will be aimed at helping top managers in state government to achieve their management development goals.

The Governor's Policy Committee on Employee Training and Development has also given high priority to top management development and training, both (1) to facilitate the development of top managers themselves and (2) to encourage them to provide training and development opportunities for their employees.

Project Director

The Governor's Policy Committee on Employee Training and Development administer this project. It will have the responsibility

for planning and providing the special executive seminars and workshops for top managers under this grant. The Chairperson of this Committee is Maurice Baringer, Treasurer of the State of Iowa and Member of the State Executive Council.

Staff assistance to the Policy Committee will be provided by the Institute of Public Affairs of The University of Iowa. The Institute, under a separate grant project from this one, will be providing other management and supervisory training for state government. The activities under the two grant projects will be coordinated.

Need for Project

The U.S. Civil Service Commission Training Center in St. Louis assisted the Policy Committee and the Institute in surveying training needs of 300 top managers in Iowa state government. A questionnaire survey of those managers in June was followed up by personal interviews of a sampling of managers in September. Preliminary results of the survey have been tabulated, and the managers expressed the highest need for training in the following task areas. (The number that precedes the task is the ranking, combining ratings of importance of the task and the training needed.)

A. Policy and Public Relations

1. Maintain positive public relations
7. Understand social, economic, and political forces affecting activities
9. Interpret our mission and goals to others

B. Problem Solving

2. Analyze problems and make decisions rationally and systematically
4. Deal with change

C. Human Relations Management

3. Effectively express opinions, feelings, and intentions to others
5. Understand and apply motivation concepts
8. Stimulate creativity in subordinates
10. Develop an atmosphere which promotes participation in decision making

D. Budget Management

6. Develop and justify budgets

Some of the top managers in state government have not had any formal learning experiences in management. This project would provide a starting point for those persons to undertake a continuing program of management training. Also there is a need to build managerial appreciation in state government for in-career manager and supervisor training. They need a better understanding of how this training not only can increase the capabilities of individual managers but also, how it can contribute to more effective working relationships in and between state departments and agencies.

Results and Benefits Expected

The goal will be to provide an executive-type training experience for some 200 top managers in state government. To the extent possible, the same seminar or workshop will be provided for all managers so that there will be a commonality of training experience that can be taken back to the job and applied throughout state government.

It is hoped that this will be the beginning of a continuing, comprehensive approach to top management development in Iowa state government reaching across most all state departments and agencies.

Another by-product of the seminars and workshops will be to build personal relationships and working relationships among the managers across departmental lines.

Another goal is for top managers to think more about their own personal development and to provide more opportunities for development of their employees.

The ultimate goal is to improve job performance in the ranks of top management in state government and to have the concept of in-career development accepted and implemented to such an extent that state government can be assured of an adequate supply of competent, highly trained managers.

Approach and Timetable

The action-type learning experiences contemplated under this project will be inter-departmental; the training will be aimed not only at the development of individual managers, but also at the development and improvement of the top manager team in state government and in the major state agencies.

The topics for the seminars or workshops will be chosen from the high priority training need areas designated by the 300 top managers in the survey described above. Seminar or workshop groups will consist of 15 to 25 managers. It is anticipated that the seminars or workshops will each be two to four day sessions.

The Governor's Policy Committee will decide the specific subject matter areas and will determine who will conduct the seminars or workshops. Possible resources for conducting the seminars are the U.S. Civil Service Commission, the state universities, or private educational consulting firms.

Time-wise, it is hoped that appropriate seminars or workshops can be located or designed, and tested, by mid-March so that training can

be started in the spring, with approximately 10 to 12 seminars and workshops in all completed by December 1, 1975.

In addition to this major effort, it is anticipated that part of the money available for this project will be used to help finance tuition for some top managers with specialized training needs, or to finance participation in packaged courses, on a trial basis, for an individual manager to evaluate the applicability of such course for future top management development and training programs in Iowa.

State departments will be expected to share in the cost of this project, primarily by paying a portion of the tuition costs of the seminars and workshops. It is estimated that this contribution will be about \$10,000 (40% of the cost of the project).

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier	
		2. Applicant's Application No.	
3. Federal Grantor Agency <u>U. S. Civil Service Commission</u> Organizational Unit <u>Programs</u> <u>Intergovernmental Personnel</u> Administrative Office <u>St. Louis Regional Office</u> Street Address - P.O. Box <u>1520 Market Street</u> City State Zip Code <u>St. Louis, Missouri 63103</u>		4. Applicant Name <u>Maurice Baringer</u> Department Division <u>Chairman, Governor's Policy Committee</u> <u>on Employee Training and Development</u> Street Address - P.O. Box <u>State House</u> City County <u>Des Moines Polk</u> State Zip Code <u>Iowa 50309</u>	
5. Descriptive Name of the Project <u>Executive Development Seminars and Workshops for Top Managers in Iowa State Government</u>			
6. Federal Catalog No. <u>27.012</u>		7. Federal Funding Requested <u>\$ 15,300</u>	
8. Grantee Type <input checked="" type="checkbox"/> State, _____ County, _____ City, _____ Other (Specify)			
9. Type of Application or Request <input checked="" type="checkbox"/> New Grant, _____ Continuation, _____ Supplement, _____ Other Changes (Specify)			
10. Type of Assistance <input checked="" type="checkbox"/> Grant, _____ Loan, _____ Other (Specify)			
11. Population Directly Benefiting from the Project <u>State of Iowa 2,800,000</u>		13. Length of Project <u>12 months</u>	
12. Congressional District a. <u>State</u> b.		14. Beginning Date <u>December 1, 1974</u>	
		15. Date of Application <u>September 24, 1974</u>	
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.			
Typed Name <u>Maurice Baringer</u>		Title <u>Treasurer of State of Iowa</u>	Telephone Number
Signature of Authorized Representative		Area Code	Number
		Ext	
		<u>515</u>	<u>281-5366</u>
For Federal Use Only			
A. Application No. _____		B. Date Received _____	
C. Allocation of IPA Funds:		D. Activity Coverage:	
Formula	Discretionary	Training	<input type="checkbox"/>
For State Needs		Fellowship	<input type="checkbox"/>
For Local Needs		Personnel Administration	<input type="checkbox"/>

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Top Management Seminars and Workshops		\$ -0-	\$ -0-	\$ 15,300	\$ 10,000	\$ 25,300
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 700	\$	\$	\$	\$
b. Fringe Benefits	70				
c. Travel	760				
d. Equipment	---				
e. Supplies	200				
f. Contractual	21,270				
g. Construction	---				
h. Other	2,300				
i. Total Direct Charges	25,300				
j. Indirect Charges	---				
k. TOTALS	\$ 25,300	\$	\$	\$	\$
7. Program Income	\$ 10,000*	\$	\$	\$	\$

*This program income will provide the match for the grant. It will come from state departments to help pay registration fees for programs.

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8. Top Manager Seminars and Workshops	\$ -0-	\$ 10,000	\$ -0-	\$ 10,000
9.				
10.				
11.				
12. TOTALS	\$	\$	\$	\$

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 15,300	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,300
14. Non-Federal	10,000	1,000	3,000	3,000	3,000
15. TOTALS	\$ 25,300	\$ 4,000	\$ 7,000	\$ 7,000	\$ 7,300

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges:

See detailed budget attached.

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

1701
7

PROPOSED BUDGET
INTERGOVERNMENTAL PERSONNEL ACT GRANT APPLICATION

Executive Development Seminars and Workshops
for Top Managers in Iowa State Government

December 1, 1974 to November 30, 1975

	<u>Federal</u>	<u>Non-Federal</u>	<u>Total</u>
a. Personnel			
--Secretarial	700	-0-	700
b. Fringe Benefits	70	-0-	70
c. Travel	760	-0-	760
--For Director	200		
--For people trying out courses	560		
d. Equipment	-0-	-0-	-0-
e. Supplies	200	-0-	200
f. Contractual and Consultants			
--Instruction	11,170	8,900*	20,070
--Space	600	600*	1,200
g. Construction	-0-	-0-	-0-
h. Other Direct Costs			
--Course Registration Fees	1,500	500*	2,000
--Telephone and other	300	-0-	300
	<hr/>	<hr/>	<hr/>
Total Direct Costs	\$15,300	\$10,000	\$25,300

*Will be paid by participating state departments.

PROJECTS

<u>Title</u>	<u>Director</u>	<u>Total Cost</u>	<u>IPA Funds</u>	<u>Begins</u>	<u>Ends</u>	<u>Total Time</u>	<u>Place</u>	<u>Monitoring Time Date(s)</u>	<u>Team Members</u>
7. Executive Development Seminars and Workshop for Top Managers in Iowa State Government	Maurice Baringer	\$25,300	\$15,300	12/1/74	11/30/75	12 mos.	Des Moines	1/15/75 6/15/75 9/15/75	Tom Donahue RTC Representative

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Title	Director	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
7. Executive Development Seminars and Workshops for Top Managers in Iowa State Government	Maurice Baringer	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 15, 1975 for period 12/1/74 to 2/28/75	Due March 1, 1975	Due March 1, 1975
		Due June 15, 1975 for period 3/1/75 to 5/31/75	Due June 15, 1975 for period 3/1/75 to 5/31/75		
		Due September 15, 1975 for period 6/1/75 to 8/31/75	Due September 15, 1975 for period 6/1/75 to 8/31/75		
		Due December 15, 1975 for period 9/1/75 to 11/30/75	Due December 15, 1975 for period 9/1/75 to 11/30/75		

x
IP21

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A. Basic Information

1. Grant Number _____
2. Project Title _____
3. Grantee _____
4. Total Project Cost \$ _____
5. IPA Share \$ _____
6. Project Period _____

B. Project Features (check all that apply)

1. Conduct training course
2. Develop training course material
3. Training support (*needs survey, resource identification, clearing-house*)
4. Government Service Fellowship

C. Training Data

1. Number of Participants/Subject Matter

Predominant Subject Matter	Number of Participants				
	Executive Branch		Legislative	Judicial	Total
	State	Local			
a. Mgmt-Exec Development					
b. Supervisory					
c. Personnel Management					
d. Financial Management					
e. Labor Relations					
f. EEO					
g. Other:					
h. TOTAL					

2. Minority and Women's Participation

a. Minority					
b. Women					

3. No. of jurisdictions Participating _____

4. Source of training and amount of contract:

- a. in house
- b. college/university \$ _____
- c. public interest group \$ _____
- d. USCSA \$ _____
- e. private contractor \$ _____
- f. other \$ _____

5. Total man hours of training conducted _____

6. Percent of training conducted on official time _____

7. Other Federal funding sources used:

- a. no
- b. yes _____
(specify program)

D. Training System Improvements

1. Training Needs Survey:
 - a. completed
 - b. to be conducted on regular basis
2. Training policy:
 - a. adopted
 - b. significantly changed
 - c. developed (*adoption pending*)
3. Training organization or positions:
 - a. established for first time
 - b. strengthened
 - c. proposed to establish or strengthen (*implementation pending*)
4. Training Material
 - a. developed
 - b. includes material for future in-house course presentation

PROJECT NARRATIVE STATEMENT

Descriptive Title of Project

Program administrative costs to coordinate and monitor the Iowa state-wide I.P.A. projects for FY-75.

Priority and Ranking of the Project

This project will have first priority to coordinate the personnel management and training activities of the stated individual projects of the state-wide plan and to maintain fiscal responsibility therefore.

Project Director

Mr. W. L. Keating, Director, Iowa Merit Employment Department, Grimes State Office Building, East 14th and Grand Avenue, Des Moines, Iowa 50319, (515) 281-3351.

Need for the Project

This project is necessary to coordinate and be responsible for:

1. Preparation and submission of the Iowa I.P.A. state-wide plan for FY-75;
2. Monitoring the progress of each individual project;
3. Compilation, review and submission of project reports at stated intervals;
4. Consultation with U. S. Civil Service Commission staff relative to projects, progress and coordination;
5. Maintenance of fiscal records, disbursement of funds, arranging for, and participating in, the final state audit of funds and disbursement;

6. Preparation of final program report and storage of records.

Objective of the Project

The Director of the Iowa Merit Employment Department is designated the State I.P.A. Coordinator and is responsible for the successful utilization of allotted federal funds and non-federal resources to the attainment of the state's purpose in projects involving personnel management and training within the purview of the Federal I.P.A. Act. This project is to assure an overall coordinated approach and accomplishment of the state program within and in conformance with the outlined individual projects.

Approach and Evaluation

As a member of the Governor's I.P.A. Advisory Committee, the Director arranged and participated in the consideration and formulation of the individual projects for the State of Iowa's program for FY-75. Later was responsible for the preparation of the Advisory Committee's recommendation for the Governor's consideration, explanation, and submission of Iowa's state-wide I.P.A. program for FY-75.

Upon acceptance, the Director will:

1. On a quarterly basis, have prepared and submit a narrative and fiscal report for each project;
2. During each quarter, contact and discuss with each project leader the course and progress of their individual projects;

3. Be available for consultation on individual or overall projects; authorize and/or submit requests for program adjustments, if any;
4. Arrange such meetings as requested or made necessary by U. S. Civil Service requirements;
5. Monitor each project for compliance with outlined project expectations and goals;
6. Evaluate the overall accomplishment of each project and the coordinated state-wide program.

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier		
		2. Applicant's Application No.		
3. Federal Grantor Agency U. S. Civil Service Commission Organizational Unit Intergovernmental Personnel Programs Administrative Office St. Louis Regional Office Street Address - P.O. Box 1520 Market Street City State Zip Code St. Louis, Missouri 63103		4. Applicant Name State of Iowa Department Division Iowa Merit Employment Department Street Address - P.O. Box Grimes State Office Building City County Des Moines Polk State Zip Code Iowa 50319		
5. Descriptive Name of the Project State of Iowa IPA Program Administrative Cost				
6. Federal Catalog No. 27.012		7. Federal Funding Requested \$ 2,500.00		
8. Grantee Type <input checked="" type="checkbox"/> State, _____ County, _____ City, _____ Other (Specify)				
9. Type of Application or Request <input checked="" type="checkbox"/> New Grant, _____ Continuation, _____ Supplement, _____ Other Changes (Specify)				
10. Type of Assistance _____ Grant, _____ Loan, _____ Other (Specify)				
11. Population Directly Benefiting from the Project 2,904,000		13. Length of Project Twelve Months		
12. Congressional District a. Statewide b.		14. Beginning Date December 1, 1974		
		15. Date of Application October 1, 1974		
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.				
Typed Name W. L. Keating		Title Director, Iowa Merit Employment Dept.		Telephone Number Area Code Number Ext 515 281-3351
Signature of Authorized Representative				
For Federal Use Only				
A. Application No. _____		B. Date Received _____		
C. Allocation of IPA Funds:		D. Activity Coverage:		
Formula	Discretionary	Training	<input type="checkbox"/>	
For State Needs		Fellowship	<input type="checkbox"/>	
For Local Needs		Personnel Administration	<input type="checkbox"/>	

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (g)	IN-KIND Non-Federal (f)	Total (e)
1. Adminis.	27.012	\$	\$	\$ 2,500.00	\$ 3,686.00	\$6,186.00
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1) Adminis.	(2)	(3)	(4)	
a. Personnel	\$ 3,351.00	\$	\$	\$	\$ 3,351.00
b. Fringe Benefits	335.00				335.00
c. Travel	500.00				500.00
d. Equipment	--				--
e. Supplies	350.00				350.00
f. Contractual	500.00	(Auditing Fees)			500.00
g. Construction					
h. Other	1,150.00				1,150.00
i. Total Direct Charges	6,186.00				6,186.00
j. Indirect Charges	--				--
k. TOTALS	\$ 6,186.00	\$	\$	\$	\$ 6,186.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8.	\$	\$ 3,686.00	\$	\$ 3,686.00
9.				
10.				
11.				
12. TOTALS	\$	\$ 3,686.00	\$	\$ 3,686.00

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 2,500.00	\$ 625.00	\$ 625.00	\$ 625.00	\$ 625.00
14. Non-Federal	3,686.00	921.50	921.50	921.50	921.50
15. TOTALS	\$ 6,186.00	\$ 1,546.50	\$ 1,546.50	\$ 1,546.50	\$ 1,546.50

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges: (a) Personnel: (See Attachment)
- (h) Other: Postage, Printing, Photocopying, Multilith, Adding Machine, Electric Typewriter, Telephone
22. Indirect Charges:
23. Remarks:

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21. Direct Charges:

	<u>FEDERAL</u>	<u>IN-KIND NON-FEDERAL</u>	<u>TOTAL</u>
a. Personnel			
Director, State Merit Employment Department \$22,500 (5%)	--	\$1, ¹⁴⁹ 125 .00	\$1, ¹⁴⁹ 125 .00
Secretarial, Merit Employment Department \$8,904 (25%)	--	\$2,226.00	<u>\$2,226.00</u>
			\$3,351.00
b. Fringe Benefits			
Director (5%)	--	\$ 112.50	\$ 112.50
Secretary (25%)	--	\$ 222.50	<u>\$ 222.50</u>
			\$ 335.00
TOTAL PERSONNEL COST			<u>\$3,⁷¹⁰686.00</u>

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Title	Director	Report of Federal Cash Transactions	Status Report	Financial Status Report	Final Evalu- ation Report
8. Administrative Costs	Wallace Keating	-----	-----	March 1, 1975	March 1, 1975 <i>IP22</i>

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PERSONNEL MANAGEMENT IMPROVEMENT PROJECT SUMMARY

Date _____

A. Basic Information

1. Grant Number _____
2. Project Title _____
3. Grantee _____
4. Total Project Cost \$ _____
5. IPA Share \$ _____
6. Project Period _____

B. Project Targets (check all that apply)

Improvements directed at:

1. Increasing overall management capability
2. Strengthening central personnel function
3. Furthering interjurisdictional services and cooperation

C. Project Data

1. Number of jurisdictions participating: _____
2. Type of jurisdictions participating:
 - a. State only
 - c. State and local
 - b. Local only
 - d. Other _____
3. Other Federal funding sources used:
 - a. no
 - b. yes
 If yes, specify program _____

4. Major Improvement Areas by project funds expended

- a. Classification and Pay
- b. Selection Improvement
- c. Recruiting and Placement (*other than selection improvement*)
- d. ADP, Information, and Record Systems
- e. Performance Evaluation and Productivity
- f. Equal Employment Opportunity
- g. Labor Relations
- h. Technical Assistance Services
- i. General Personnel System Improvement
- j. Occupational Health, Safety, and Employee Welfare
- k. Other (*specify*) _____

Project Expenditures

\$ %

Total 100%

5. Source of improvement project expertise:

- a. In House
- b. College/University \$ _____
- c. Public Interest Group \$ _____
- d. US CSC \$ _____
- e. Private Contractor \$ _____
- f. Other \$ _____

D. Project Results

1. Improvements developed or planned (*e.g., studies completed, recommendations made but not yet implemented*)

- a. yes
- b. no

If yes - concise description: _____

IP 22

2. Improvements Implemented (e.g., systems installed, procedures changed)

- a. yes b. no

If yes – concise description: _____

3. Benefits Identified (e.g., decreased turnover, lower absenteeism, and dollar savings)

- a. yes b. no

If yes – concise description: _____

4. Personnel Management Resource Commitment Resulting from IPA Grant

- a. Jurisdiction or organization has increased its own resources for personnel management—Annual amount, if known \$ _____
- b. Specific request has been made for increased resources.
- c. Not applicable to this project

E. Project Assessment

1. Project objectives accomplished

- a. completely b. satisfactorily c. partially d. inadequately

2. Is there further evaluation or evidence of project impact on jurisdiction's operation and performance – other than final reports by project director?

- a. yes b. no

Attach copies or summaries of such material

Grants Manager
IPPD Chief

INSTRUCTIONS

- A. Basic Information – e.g., 1. 72IA01; 2. Complete Study of State Classification Plan; 3. State of Iowa; 4. \$85,000; 5. \$51,000; 6. July 1, 1971 – June 30, 1972.
- B. Project Targets – Check primary target(s) of improvement project.
- C. Project Data – 1. List total number of jurisdictions participating in project; 2. Identify type of jurisdictions participating in project—specify if other than State or local general govts.; 3. e.g., 701, LEAA; 4. Estimate amount (\$ and %) of project funds spent in each improvement area, e.g., “selection improvement—\$15,000, 30%; performance evaluation and productivity—\$35,000, 70%”; 5. Identify source(s) of expertise used in project and contract amounts.
- D. Project Results – This section seeks to briefly identify project accomplishments in terms of improvements planned or implemented, benefits resulting, and resources increased. Use telegraphic language.
- E. Project Assessment – Check according to best estimate by grants manager and IPPD Chief.

COUNTY OFFICIALS TRAINING PROGRAM

This is a continuation of a program funded in December, 1973. The actual training session will be conducted in January 1975, one week after new officials take office.

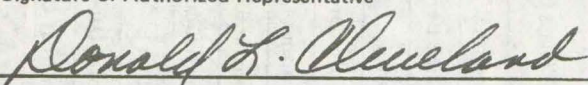
The quarterly reports submitted during the last fiscal year reveal that we have completed the basic background survey based on a scientifically selected sample of county officials to identify specific training needs. We have taken the survey results and developed a four and one-half day training program. Our association is now in the middle of building course material, manual preparation, selection of instructors, and finalizing arrangements for the actual location of the training session.

The continuation of the grant will allow the association to bring the project to its logical conclusion after the newly elected officials are installed in office in January.

The program will remain under the same direction and control as indicated in the initial application made in 1973.

**APPLICATION FOR FEDERAL ASSISTANCE
(NONCONSTRUCTION PROGRAMS)**

PART I

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS) PART I		1. State Clearinghouse Identifier	
		2. Applicant's Application No.	
3. Federal Grantor Agency		4. Applicant Name	
<u>U.S. Civil Service Commission</u> Organizational Unit <u>Intergovernmental personnel programs</u> Administrative Office <u>St. Louis Regional Office</u> Street Address - P.O. Box <u>1520 Market Street</u> City State Zip Code <u>St. Louis, Missouri 63103</u>		<u>Iowa State Association of Counties</u> Department Division <u>315 East Fifth Street</u> City County <u>Des Moines Polk</u> State Zip Code <u>Iowa 50309</u>	
5. Descriptive Name of the Project			
<u>County Officials Training Program</u>			
6. Federal Catalog No.		7. Federal Funding Requested	
27.012		\$ 5595.53	
8. Grantee Type			
_____ State, _____ County, _____ City, <input checked="" type="checkbox"/> Other (Specify) <u>Assoc. of County Governments</u>			
9. Type of Application or Request			
_____ New Grant, <input checked="" type="checkbox"/> Continuation, _____ Supplement, _____ Other Changes (Specify)			
10. Type of Assistance			
<input checked="" type="checkbox"/> Grant, _____ Loan, _____ Other (Specify)			
11. Population Directly Benefiting from the Project		13. Length of Project	
2,800,000		Fifteen months	
12. Congressional District		14. Beginning Date	
a. <u>Statewide</u> b. <u>Statewide</u>		December 1, 1973	
		15. Date of Application	
		October 1, 1974	
16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives this grant.			
Typed Name		Title	Telephone Number
<u>Donald L. Cleveland</u>		<u>Executive Director</u>	
Signature of Authorized Representative		Area Code	Number
		515	244-7181
		Ext	
For Federal Use Only			
A. Application No. _____		B. Date Received _____	
C. Allocation of IPA Funds:		D. Activity Coverage:	
Formula _____ Discretionary _____ For State Needs _____ For Local Needs _____		Training <input type="checkbox"/> Fellowship <input type="checkbox"/> Personnel Administration <input type="checkbox"/>	

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	27.012	\$	\$	\$5595.53	\$	\$5595.53
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B – BUDGET CATEGORIES

6. Object Class Categories	– Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 3703.53	\$	\$	\$	\$
b. Fringe Benefits	437.00				
c. Travel	80.00				
d. Equipment	50.00				
e. Supplies	1300.00				
f. Contractual					
g. Construction					
h. Other	25.00				
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	\$ 5595.53	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS	\$	\$	\$	\$

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 5595.53	\$	\$	\$	\$
14. Non-Federal					
15. TOTALS	\$ 5595.53	\$	\$	\$	\$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks: This application is a continuation of a \$10,000 project. The association has already provided its \$2,500 matching funds, and will complete the project with the federal funds available.

PART IV PROGRAM NARRATIVE (Attach per instruction)

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